

COVID Safe plan

Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> - Sanitisers are located at the workstations. Staff must wash hands and sanitise hands before starting work. After work, staff must do the same. - Use paper towel for sanitising and must be dispose of in rubbish bins. Rubbish must be emptied on a daily basis. - Staff must wash hands with hand soap provided at the sinks. Hands must be washed thoroughly for at least 20 seconds before rinse off with water.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> - Open airflow must be available at every work location
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> - Facemasks must be worn at work - Gloves must be worn when handling food - Gloves must be changed regularly - Gloves must be changed when in contact with cash money or after contact with foreign objects. - Uniforms must be washed regularly - Staff must meet high hygiene standards during work hours
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> - Facemask must cover nose and mouth. It cannot be removed unless whilst having meal break. - Facemasks must be disposed of daily. New facemask is available inside store
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> - Staff must use disposable cutlery and cups, no sharing/communal use cutlery allowed. - Cooking tongs and serving tongs needs to be washed regularly and sanitised.

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Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> - Door handles and bench surface areas must be cleaned down and sanitised regularly (3 times a day: start shift, afternoon shift and closing) - Front entrance doors need to be sprayed and wiped with sanitiser regularly. - Floors must be cleaned each day with floor cleaner and sanitising liquid - POS systems and delivery tablets needs to be wiped and sanitised twice a day (afternoon and closing) - EFTPOS machine to be wiped and sanitised after each use
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> - All detergent and hand soap bottles need to be topped up at end of each day or when ¼ full

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> - Staff are only allowed to come inside shop when scheduled for work. Other times you must stay home. Coming to work for socialising is NOT allowed
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> - Each staff member entering into another worksite must fill in attendance record at that workplace for record keeping
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> - Each staff member entering into another worksite must fill in attendance record at that workplace for record keeping - Temperature checks must be taken before starting work - If at any time any staff member is not feeling well, you must report to your manager immediately and stay home/go home immediately. - If you are feeling unwell or have any COVID symptoms, however mild, please go to be tested for COVID and isolate! DO NOT LEAVE HOME or face Fines from government. Support payments are available on https://www.dhhs.vic.gov.au/covid-19-worker-support-payment. Location to get COVID Testing if you are unwell: - https://www.hotdoc.com.au/search?in=melbourne-VIC-3000&purpose=respiratory&where=service:respiratory - https://www.dhhs.vic.gov.au/where-get-tested-covid-19
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<ul style="list-style-type: none"> - Staff must maintain with each other safe social distance of 1.5m apart when at work. - If you need to discuss something keep it short or discuss at a distance
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> - All staff please have common sense to stand 1.5m apart. - Floor markings for high traffic areas must be adhered to
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> - Staff must try to avoid close contact with each other
Minimise the build up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> - Staff must try to avoid close contact with each other
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> - Staff are to sit at least 1.5m distance apart if on meal breaks together
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> - Please maintain distance from delivery drivers. - Place delivery bags at allocated location for drivers to pick up for themselves. (ensure you check also the customer name they are picking up whilst safely to do so) - Do not serve customers/drivers who are not wearing mask. - Sanitise your hands if you have been in close contact with delivery driver or customers.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> - Work schedules may be updated regularly in response to business activity / staffing / government announcement

<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> - Please ensure safety signages are visible to customers at all times - Ensure customer sanitise their hands with sanitiser provided - Ensure customers follow hygiene and safe distance practises - If customer is not wearing mask, please kindly remind them to wear masks
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Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> - Everyone who attends the workplace for longer than 15 minutes must record their attendance in the log book provided - Managers/supervisors are required to check through logbook every day to ensure all details are recorded and correct
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> - Please record any incidents (minor & major) - Report incidents to manager immediately

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> - In the event of a staff reported testing positive to COVID, identified staff must self-isolate for minimum of 2 weeks with the follow up COVID test to ensure the staff have fully recovered from the virus - Staff working closely with identified staff must also get tested for COVID and self-isolate for minimum of 2 weeks with the follow up COVID test to ensure staff members have not contracted the virus from the identified staff - Business will close for at least 48 hours for deep clean and disinfecting by 3rd party - ANY important information of potential risks MUST be reported to manager regardless minor or not. - Management team will take appropriate action and communication if cases arise internally. - In the event of closure, all fresh stock must be allocated to appropriate location for usage, put in freezer or disposed of. - All powers and gas must be turned off at mains switch - Any valuables / assets must be secured away for safe keeping
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> - The management team will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should a employee test positive.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> - Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. - Management Team will take reasonable determination and measures to ensure the workplace is fully cleaned, disinfecting and resume safe workplace environment for employees and customers. - A 3rd party professional cleaning company will be engaged to thoroughly clean the whole restaurant.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> - At any point a staff is feeling unwell or has symptoms, they must stop work and go home immediately. Staff must book to be tested for COVID and self-isolate at home for 2 weeks. - All other staff will working that day will also be required to go home and test for COVID. - Staff at home living in shared house MUST HAVE no contact with each other
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - Workplace attendance records will be updated regularly. - For a confirmed case, employers will inform all staff, customers and relevant external parties who have been in close contact and direct them to stay in self-isolation. - All staff is to co-operate with management team and appropriate authority.

	<ul style="list-style-type: none"> - Staff are required to recall location they have been for the last 48 hours and people they have had in contact with. (advisable to keep a diary/logbook). - For suspected cases, all staff are required to be tested as soon as they are notified of the situation and report back to manager the result. - Management team will take all appropriate action as directed by DHHS deemed necessary.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> - Management team will immediately notify WorkSafe of a confirmed case by calling the mandatory incident notification hotline, and providing formal written notification within 48 hours. - During this time, all staff is to cooperate with management team whilst under investigation to resolve situation as smoothly as possible. - if an employee develops symptoms of coronavirus (COVID-19) they should isolate themselves immediately, call the coronavirus information line on 1800 675 398 and follow the self-isolation guidance available on DHHS website.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>The workplace will re-open for business when these conditions are met:</i></p> <ul style="list-style-type: none"> - Restaurant is fully cleaned and disinfected - The workplace has been signed off by DHHS approving of reopening - All preventative measures have been implements to ensure safe workplace

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.