



# Don Bosco Retreat Centre

465 Lysterfield Road, Lysterfield, 3156

## Covidsafe Plan

(Updated 25 October 2021)

### Introduction

Don Bosco Retreat Centre (DBRC) is committed to ensuring the safety of guests, staff and visitors. Hence, we have developed this Covidsafe plan in compliance with the requirements of the Victorian Government.

All staff, guests, visitors and contractors coming to DBRC are expected to comply with the standards and practices described in this plan. Those not complying may be asked to leave the premises.

### Covid-19 Vaccinations

All staff and regular contractors at DBRC are fully vaccinated and have provides valid certificates.

Under current Victorian Government health orders, only fully vaccinated persons and persons with medical exemption from being vaccinated may attend DBRC.

### About Covid-19

Covid-19 is a highly infectious disease that effects the respiratory system and other organs of the human body and can cause serious illness and death. Symptoms typically include fever, high body temperature, coughing, sore throat, breathlessness, breathing difficulties, fatigue, tiredness, and loss of taste and/or smell. Covid-19 is caused by the SARS-CoV-2 (Severe Acute Respiratory Syndrome coronavirus 2) virus. The virus is an airborne pathogen can be transmitted by breathing infected air. It can also be spread by respiratory droplets produced when an infected person coughs or sneezes. Transmission can occur when a person touches a contaminated surface or object and subsequently touches their own mouth, nose or eyes.

### General Covidsafe Practices

The following Covidsafe practices have been developed and are being implemented utilising the guidelines provided by the Victorian Department of Health and Human Services (DHHS) and the six principles for Covidsafe workplaces:

1. Physical distancing
2. Face masks
3. Hygiene
4. Record keeping
5. Enclosed spaces and ventilation
6. Workforce bubbles

## 1. Physical Distancing

- ✓ Density quotients apply as per government health orders. Maximum numbers permitted in key areas are:

	Density Quotients	
	2m <sup>2</sup> per person	4m <sup>2</sup> per person
<b>Chapel</b>	120	60
<b>Dining Room</b>	60	30
<b>Conference Room</b>	76	38

- ✓ Signs indicating maximum capacity in various areas are displayed
- ✓ Signs encouraging staff and guests to maintain physical distancing of 1.5m are displayed.
- ✓ Group leaders are encouraged to arrange furniture in venues their group is using to promote physical distancing
- ✓ Group leaders are encouraged to organise activities so as to promote physical distancing
- ✓ Staff are encouraged to maintain physical distancing requirements when possible and practicable.

## 2. Facemasks

- ✓ Face masks are to be worn by staff and guests according to the health orders in place.
- ✓ Signs encouraging the use of masks are displayed
- ✓ Disposable face masks are available for staff and guests
- ✓ Disposable face masks should be disposed of in rubbish bins (rather than left lying around)

## 3. Hygiene

- ✓ Shared spaces are cleaned and disinfected twice per day, with particular attention to high-touch communal items including doorknobs, light switches, toilets, etc.
- ✓ Cleaning logs are on display in shared spaces.
- ✓ Staff are required to fill in the cleaning log after cleaning / disinfecting shared spaces.
- ✓ Hand sanitiser is readily available in shared spaces.
- ✓ Soap and paper hand towels are available in bathroom areas.  
Non-touch bins are available for disposal of paper towels.
- ✓ Soap and paper towels are available for staff in the kitchen washing station.
- ✓ Signs encouraging handwashing / hand sanitising are displayed.

#### **4. Record keeping**

- ✓ DBRC uses the Victorian Government QR code service for their staff, guests, contractors and visitors.
- ✓ The QR code is displayed prominently in a number of locations.
- ✓ All staff, guests, contractors and visitors are required to check-in using the QR code on a daily basis.
- ✓ A hard-copy sign in register is also available, however, using the QR code is the preferred manner of checking in.
- ✓ School groups should provide contact tracing information for each and every member of their group (staff and students). Adults should also check-in using the QR code.
- ✓ Staff should not come to work if they are feeling unwell, have covid-like symptoms (even mild ones), have been in contact with a positive covid case or have been identified as a close contact.
- ✓ Staff are required to take and record their temperature and complete a health declaration upon arrival.
- ✓ Staff or guests who feel unwell while at DBRC should inform their group leader and the Director, and followed the protocols described below.

#### **5. Enclosed spaces and ventilation**

- ✓ Good ventilation in work and meeting spaces will be enhanced by having doors and/or windows open when possible.
- ✓ The fresh air flow of air conditioners has been optimised.
- ✓ Air purification devices, with *Hepa 11* filters, are in operation in the chapel, dining room and conference room, and are also used to monitor air quality.
- ✓ Visiting groups are encouraged to consider outdoor activities where possible.

#### **6. Workforce bubbles**

- ✓ Group arrival and departure times are scheduled to ensure no cross-over or mixing with other groups, and with sufficient time to allow for appropriate cleaning and disinfecting of the premises.
- ✓ Staff rosters are arranged to minimise cross-over or mixing with staff on other shifts.

## **Responding to a suspected or confirmed case of Covid-19**

If a suspected case of covid-19 is identified in a staff member, guest or visitor:

- ✓ the person will be isolated in an appropriate place separated from others on site;
- ✓ the person will be asked to wear a mask (a mask will be provided if required);
- ✓ nobody will approach the person without wearing full PPE;
- ✓ all staff on-site and the leader of any visiting group on site will be notified immediately;
- ✓ appropriate arrangements will be made for the person to be transported to their home or a testing facility;
- ✓ the Department of Health and Human Services (DHHS) will be notified (1800 675 398);
- ✓ close contact information will be provided to DHHS;
- ✓ the advice of Health authorities will be followed at all times;
- ✓ all those in contact with the person should self-isolate and get tested as required by DHHS directives in place at the time;
- ✓ appropriate arrangements will be made for staff, guests and visitors to safely leave the site, if necessary;
- ✓ cleaning will be undertaken, under the supervision of a competent person, wearing appropriate PPE (gloves, eye protection, surgical mask and full length disposable gown);
- ✓ sites for cleaning and disinfecting will be identified in accordance with advice from DHHS;
- ✓ WorkSafe Victoria (13 23 60) will be notified if a positive case is identified;
- ✓ the centre will be closed until re-opening is authorised by the relevant authorities
- ✓ staff and future groups will be provided with relevant information prior to re-opening.

## **Review and Update**

This DBRC Covidsafe plan will be reviewed and revised as appropriate in response to changing circumstances and updated health directives.

Most recent update: 25 October 2021