

COVID-19 Safety Plan: Lockdown 6- Roadmap for Re-Opening



FOREWORD

The purpose of the document is as a documented plan to ensure best practice is achieved, cover Government requirements and as an operating working document for employees at Luna Park Melbourne. It provides procedures and operating principles to ensure the safety of staff and guests. As new information comes to hand this document will be updated

EXECUTIVE SUMMARY

Luna Park is an iconic Melbourne attraction. It is a highly process driven and regimented Amusement Park sitting on a site of over four acres, over two and a half acres of which are available to the public (10,000m²). Luna Park has exceptionally strong processes for training and operation of the Park and has developed a robust strategy for operating with social distancing and hygiene requirements to manage the COVID-19 health issue and deal with any outbreaks should they arise. This safety plan has been developed using both Federal and State Government guidelines and includes Risk Assessments of rides and attractions. Luna Park will operate according to best practise COVID-19 Safe operating principals. This is a live document that is subject to change from either internal or external factors, with the aim at reducing risk to all staff and guests.

Luna Park operates primarily as an outdoor amusement attraction and has indoor hospitality, events, retail, games maintenance, staff and administration areas. Each of these areas are treated according to the appropriate Government restrictions.

Luna Parks normal capacity is 4,500 people. The COVID-19 Safety Plan is a cautious approach for operating Luna Park, as per the State Government Roadmap, Luna Park will open with the following restrictions.

- Fully vaccinated patrons
- DQ2 indoor spaces
- DQ2 outdoor space
- Contact tracing app in use.
- COVID protocols for distancing, cleaning and PPE in all areas and rides.
- Face masks when directed by CHO directive
- DQ limits in staff areas
- Staff working from home in office roles as the business requires.

INTRODUCTION

The principles and considerations outlined in the following document were compiled from attractions operators around the world, courtesy of IAAPA and AALARA industry bodies and with the guidance of Victorian and Federal Government authorities, and in consultation with an epidemiologist's advice, industry workers and industry experts.

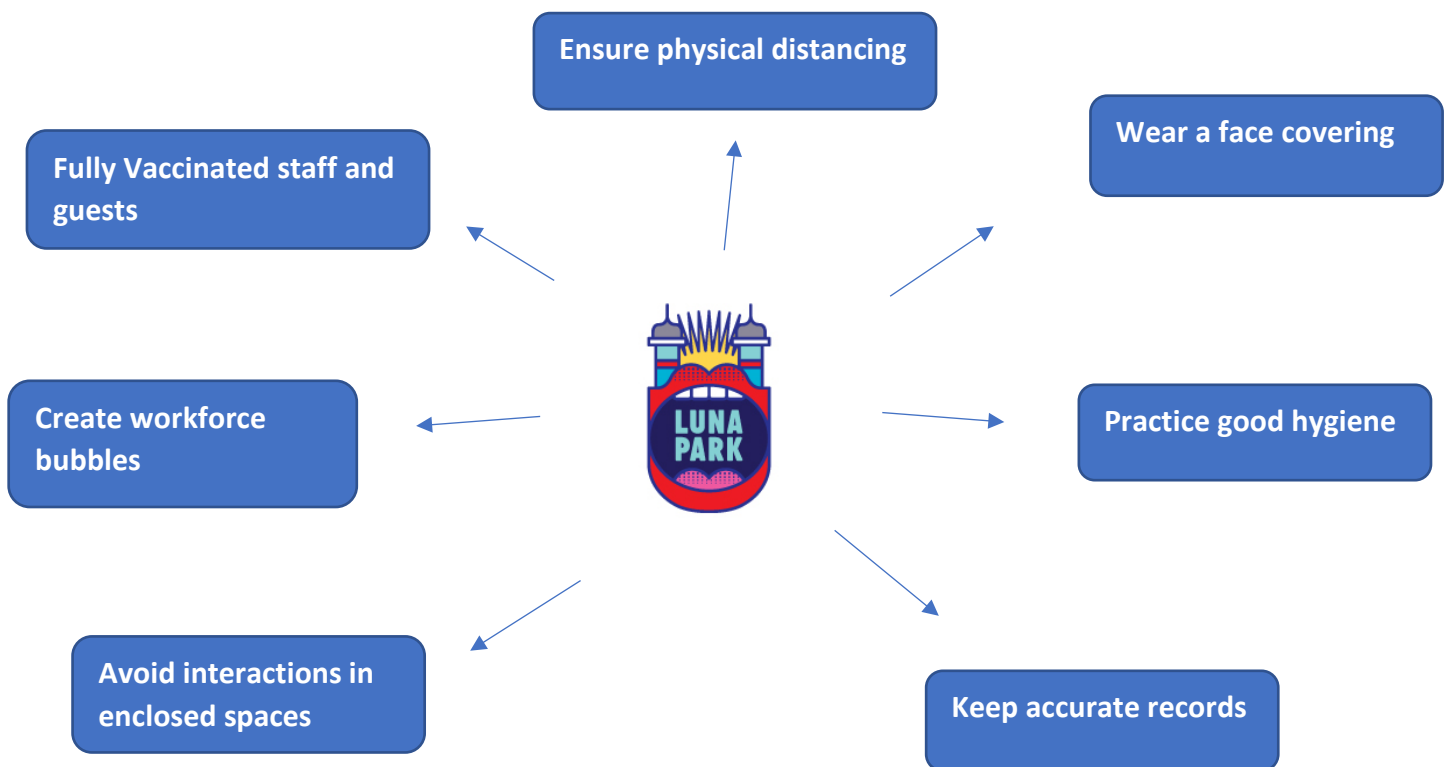
These principles are designed for operating in the Amusement and Attractions industry. As a result, these guidelines are based on the knowledge that some carriers of COVID-19 are asymptomatic.

Luna Park will update this document with additional information as it becomes available and publish updated versions of this COVID-19 Safety Plan.

This plan is subject to all regulations, guidelines and directions of government and public health authorities. This plan will be updated in accordance with any changes to public health directions in our jurisdiction.

In areas where there are different use zones, Luna Park will comply with the industry approved COVID-19 Safe Plan and Victorian Government guidelines applicable for that area. Luna Park will self-audit our compliance to this plan and provide and display an ongoing statement of compliance.

The Seven Principles of the COVID-19 SAFE PLAN



1. Ensure physical distancing until vaccination rates no longer requires it.

All people in the Park must try to not overcrowded areas. This means:

- Administration workers while restrictions recommend it, can work from home will do so.
- DQ2 and DQ4 should be maintained, the duration of the close contact should be minimised, and PPE worn in first aid administration.

- Ensure the workplace including guests abide by the “DQ4 or DQ2” density quotient by monitoring and restricting attendance numbers and with designated COVID-19 Safe Patrols. Limit the total number of workers and guests in an enclosed area in line with CHO restrictions.
- Avoid carpooling between workers unless there is no alternative mode of transport to work

2. Wear a face mask

All staff and guests must always wear a face mask (while mandated by CHO orders) when indoors/outdoors, or when social distancing cannot be maintained, either on shift for staff, or queueing or on rides for guests:

- Use full personal protective equipment (PPE) for high-risk tasks

3. Practise good hygiene

Luna Park will regularly clean high touch-surfaces and encourage good hygiene practices by staff and guests. Luna Park will encourage regular handwashing by workers and guests and make soap and hand sanitiser available for all workers and guests throughout the park.

4. Keep records and act quickly if workers or guests become unwell

- Luna Park has a strict policy that any workers and guests who feel unwell must stay at home. This means Luna Park supports workers to stay home and get tested regardless of how mild the symptoms. Luna Park will actively engage with guests to stay home if they are unwell.
- Luna Park has a plan to immediately close an area or the Park for cleaning and contact tracing if there is a confirmed case of Coronavirus (COVID-19) on site and the risk assessment aided by the health department instructions requires us to do so.
- Luna Park uses the government QR code check in systems, with the immunisation certificate attached.

5. Avoid interactions in enclosed spaces

All activities are to be held in outside areas where practical, which don't have a roof or ceiling. This includes;

- Meetings are outside, where possible
- Staff lunchbreaks can be taken outside
- Guest registration areas are outdoors
- Guest areas are primarily outdoors.
- Indoor events restrictions are subject to Government requirements
- General Park areas for guest access are outdoors.
- Mirror maze is currently closed.

6. Create workforce bubbles

Limit the number of people workers have prolonged close contact with.

7. Fully vaccinated staff and guests

- Per government regulations, only fully vaccinated staff & customers will be allowed when we open. Proof of vaccination will be required upon entry for those within the eligible age ranges

GENERAL HEALTH AND SAFETY

Hand washing

Frequent handwashing is essential and is the responsibility of all employees and guests. Posters are displayed around the Park highlighting the importance of regularly washing your hands with soap and water for at least 20 seconds.

Luna Park has hand sanitiser placed around the Park including ride entrances, café areas, Park entrance, merchandise, and other areas determined to be appropriate.

Ride capacity and Risk Assessments:

Each ride has had a COVID-19 risk assessment completed. This may result in reduced COVID capacities for some rides while social distancing applies.

Each ride has hand sanitiser attached to the queue rail.

High touch areas will be cleaned regularly by the Luna Park "Clean Team"

Online and walk up ticket sales:

In order to manage capacity, Luna Park strongly recommends guests purchase tickets prior to arrival at the Park. Online ticket sales will be valid for a specified date. It is strongly recommended to guests that while Luna Park is subject to density quotient and reduced capacity that tickets be purchased through the online methods. This reduces contact time with the ticket office and aids in keeping queueing to a minimum. Walk up tickets will be available if capacity has not been reached, however, Luna Park recommends pre-purchasing tickets to avoid disappointment. If Luna Park is at its deemed capacity, walk up sales may not be possible until Park numbers reduce.

Guests are encouraged when purchasing onsite to do so with EFTPOS and reduce the use of cash where possible. Screens are deployed in all static Point of Sale areas where there is a higher level of contact for our staff members and the public.

Luna Park's reasons for refusal of entry include the following.

- A guest/visitor /customer is suffering from flu like symptoms
- A guest/visitor/customer who has been in close contact with a person who is COVID-19 positive
- A guest/visitor /customer who has travelled overseas or to a COVID-19 hotspot in the past 14 days
- A guest/visitor /customer is COVID-19 positive
- A guest/visitor /customer is not complying with mandatory Government requirements
- A guest/visitor /customer who has a temperature above 37.5°C (when checked)
- A guest/visitor /customer not wearing a face mask while this is a requirement


- A guest/visitor/customer who is not fully vaccinated when eligible.

Note that as these CHO directions update, Luna Park will adhere to the most recent update as vaccination rates increase.


HEALTH & SAFETY

COVID 19 MEDICAL RESTRICTIONS


Luna Park will refuse entry to any ticket holders experiencing the following symptoms:




Fever




Chills or Shivers




Cough



Sore Throat




Shortness of Breath



Runny Nose

SOCIAL DISTANCING



When queuing for attractions around Luna Park please make sure you stand on our special social distancing markers and use hand sanitiser whenever provided.

Please be sure to wear your mask when visiting Luna Park while it is still mandated by Victoria's Chief Medical Officer to do so.

FIRST AID

First Aid Procedures

First aiders are required to ensure strict adherence to infection control requirements. All first aiders are required to wear disposable face masks, goggles and disposable apron as an added protection while providing first aid. It is essential that all first aiders follow the process for maintaining infection control.

1. Washing hands
2. Installing Personal Protective Equipment (PPE)
3. Sanitising First Aid office after aid is given

4. Removing Personal Protective Equipment (PPE)
5. Disposal of Personal Protective Equipment (PPE)
6. Washing hands

Information posters are displayed in the first aid office to instruct and assist first aiders as to the best process. Training has been provided to all users of PPE to ensure the proper use of those items and prevent misuse.

Any guest or staff member requiring first aid will be required to answer the health check and temperature check prior to first aid being given. Anyone found to be displaying any COVID-19 symptoms requires the first aid decision to be elevated to the Park Duty Manager for consideration.

First aid: People displaying any COVID-19 symptoms.

Information at the time of ticket purchase and entering the Park will inform guests that they not come to the Park if they are displaying any COVID-19 symptoms. Any guests that are displaying COVID-19 symptoms requiring first aid, requires the first aid decision to be elevated to the Duty Manager, unless there is a life-threatening situation that requires immediate action. A separate area for COVID-19 symptomatic guests has been created so as not to infect the regular first aid office. After service of any guest, the area will be sanitised before any further guests are allowed to enter the quarantine area. COVID-19 suspected guests must continue to wear a face mask while first aid is considered.

Any symptomatic person not requiring immediate first aid, will be required to attend an offsite COVID-19 testing centre or medical centre and receive medical treatment there.

Any person with breathing difficulties will be elevated to emergency services (000) by the Park Duty Manager.

First aid radio calls

When a person is displaying COVID-19 symptoms, an additional coded call over the radio to alert responders to the need for caution will be used. This radio call will be coded like all of Luna Park's radio communication.

Acrylic screens

Acrylic screens have been placed in all high traffic POS areas. These areas are designed to provide an increased level of droplet protection for staff behind the counter. Where there is not space for acrylic screens, other social distancing measure will be employed to provide further protection to staff.

Screens will to be sanitised by staff at regular intervals and the beginning and the end of each shift.

These screens will be removed when they are deemed no longer required by the CHO.

Communication regarding health and hygiene

Luna Park will proactively communicate guidelines and expectations for health and hygiene procedures and precautions in the front-of-house areas for guests and in the behind-the-scenes areas for team members.

GUEST COMMUNICATION AND RESPONSIBILITY

Guest communication is critical to manage the expectation of guests as to new processes and procedures because of the pandemic. Guests will be required to adhere to signage and directions from staff members as to what is required of them.

Information conveyed to guests prior to arrival and at the time of purchase will include:

- Vaccinations are mandatory for all guests above 16 years of age.
- Vulnerable customer who are comfortable attending the Park are advised to take their own additional safety precautions.
- Guests are to wash and sanitise their hands frequently, including before entering the Park and before going on rides, using games, etc.
- Some attractions may require hand sanitiser to be used prior to entry
- Luna Park does apologise if any of our stringent COVID-19 measures cause inconvenience, but they are designed for the safety of both staff and guests.
- Enhanced cleaning and sanitising programs are in place, and guests will be asked to please be patient.
- Health and temperature checks are required to enter the Park
- QR code scanning is required to enter the Park.
- If guests feel ill once at the Park they will be advised to let a staff member know or to go to First Aid. Guests will be advised they and their party may be asked to move to a special area within the Park for further assessment.

A full communication campaign with our COVID-19 measures will be actioned on our website, print locations and on social media channels.

Roles

It is the role of Senior Management to ensure that all staff have the appropriate plan in place and actioned to ensure the successful re-opening of the Park to visitors. Area Managers have the responsibility of managing their staff according to this plan, ensuring that Luna Park has appropriately trained staff and supplied them with all appropriate materials. Management, Team Leaders and Health and Safety Reps are responsible for ensuring that staff are strictly adhering to these protocols. It is the responsibility of all staff members to practise the protocols in this plan to ensure the success of the plan. Guests must adhere to the new directions and protocols given in the plan.

Non-Compliance

Guests or staff who refuse to adhere to the safety protocols may be asked to leave the Park or in the case of staff members, be disciplined accordingly.

Luna Park has the right to refuse entry and service to people who show COVID-19 symptoms or who are not adhering to government mandated COVID-19 safety requirements, are not fully vaccinated or display a temperature above 37.5 degrees.

Aggressive behaviour will not be tolerated.

Ticketing information:

Park capacity is controlled by Luna Park restricting the number of patrons admitted to the park, and by requiring guests to purchase tickets for a particular date. Guests with unused 12-month web tickets will be required to book to attend on a particular day. This requirement will also apply to guests who hold an Annual Pass or a gift card. This will assist with social distancing. The capacity of the Park is based on the latest Government guidelines, which can change at any time.. Luna Park will adhere to the latest directives as detailed by the CHO.

The Luna Park website and social media channels will be updated to inform guests of new protocols and offerings due to COVID-19. This will be reinforced at the time of purchasing tickets online, when they receive their tickets, and when they arrive at the Park.

Vaccination requirements will be clear to guests at the time of entry.



HUMAN RESOURCE MANAGEMENT

All employees have been trained in the new procedures prior to the Park reopening and ongoing as required. Training will be conducted within small groups in line with social distance requirements. All aspects of our interaction with each other and our guests will have been considered from a COVID-19 safe aspect.

Only staff that are fully vaccinated will be able to be onsite during normal working hours and during operational periods.

COVID-19 Outbreak Plan

The Outbreak Plan is covered in greater detail later in this manual. The simple steps to dealing with a possible outbreak are:

1. Isolate the person
2. Seek advice and assess risk

3. Transport of patient
4. Clean and disinfect
5. Identify and notify close contacts
6. Review risk and control measures

Sanitation will be done with appropriate PPE and cleaning services and the use of anti-COVID-19 chemicals. This may be done by an external accredited 3rd party but will be done in accordance with appropriate sanitation directives for COVID-19.

Authorities will be contacted and contact tracing will begin for staff or guests that may have been exposed to the virus. Any staff that may have been exposed to the virus will need to quarantine for the designated time.

The Clean team

There is a designated clean team that is tasked with cleaning all areas of the Park whenever we are open to the public. This team is given appropriate PPE and training in the use of PPE. All clean team members will be required to wear face masks and or goggles. There will also be disposable aprons during bodily fluid spill clean-up, to be disposed of at the end of each spill clean. It is essential that all clean team members follow the process for maintaining infection control.

1. Washing hands
2. Installing PPE
3. Removing PPE
4. Disposal of used PPE
5. Washing hands

The Clean Team will concentrate on Common areas. These include:

- Handrails
- Doors and door levers
- Toilets
- Staff common areas
- Bins
- Public areas
- Staff areas.

The clean team will have hi-vis vest on and are a visible reminder to guest to adhere to hygiene and social distancing requirements.

Employee/guest interactions should not be prolonged and social conversation that would extend interactions should be minimised.

Luna Park will inform staff of changes in operation or COVID-19 related protocols.

All contractors are required to sign in at reception as normal. In addition to the normal briefing for contractors, an additional COVID-19 briefing will discuss any additional measure that the

work proposed will need to be considered from a COVID-19 aspect. Contractors must also be health checked in the same way that employees are and show their vaccination status.

Contact details for delivery drivers will be required. All suppliers will be made aware that only vaccinated contractors may be onsite at any time.

Staff Laundry

The staff laundry area traffic will be monitored and managed. Maximum numbers within the Laundry will be designated and must be adhere to.

Personal effects can be retained within lockers in the staff room.

When returning staff laundry, dirty items will need to be transported via the laundry baskets to the laundry area. Laundry personnel will be required to wear the same disposable PPE that first aid and the clean team will be required to wear. While there is no evidence that laundry proposes a risk, it is a prudent measure.

PARK CAPACITY

The total area for Luna Park is over 4 acres, or 16,000m². Normal capacity for full Park is 4500 guests. Two and half acres is available for guests within the Park (Not including on rides).. This area assessment does not include special calculations for ride areas with guests on rides and at various levels above grade. It is also important to know how capacity may be affected if certain areas are closed to the public and what effect that will have on overall capacity. At all times the Park will adhere to the social distancing, density quotients and capacity limits established by the Victorian Government and as varied from time to time. Luna Park management will closely monitor and manage guest movements in the Park to ensure adherence to the latest CHO directive.

Numbers in event rooms will be managed consistent with Government guidelines.

At all times, Luna Park's people density will be within the latest requirements of State Government guidelines.

CLEANING OPERATIONS

Each staff member is required to clean and sanitise their work area; F&B staff must keep table areas clean and wiped between uses, ticket staff must keep their work areas clean, administration sanitising their desks, ride staff keeping their ride booths clean and ready for the next staff member. All close contact work areas are to be cleaning and sanitised before handing their area over to the next staff member. This is mandatory for all staff. This will include specific areas for each department.

Cleaning concentrates on the high touch areas first. Cleaning agents designed to kill COVID-19 type of viruses will be used by the clean team. The Materials Safety Data Sheets (MSDS) of these

cleaning agents will determine the usage and the frequency with which it is employed. Training documents will be developed for new chemicals.

Clean team members, in addition to wearing hi-vis mask, will have specific sanitising equipment to assist in cleaning the Park. PPE is to be worn by the members, including gloves and face masks. The proper installation, removal and disposal of PPE is essential to maintain the best practise for infection control and training has been given to all staff on the proper wearing and removal of PPE.

Employees must treat all bodily fluids as if they are infectious. While this is no different from normal operations, the COVID-19 virus has made the use of PPE and proper method of cleaning more important for staff, our guests and indeed the whole community. Staff members cleaning any bodily fluids must wear full PPE including a disposable apron. This PPE must be put on, worn, removed, and disposed of correctly. Staff have been trained in the correct methods. These methods will be reviewed on an ongoing basis.

If a guest or staff member is suspected of having had COVID-19 or are displaying flu like symptoms, all areas that were accessed by that guests or staff member will be thoroughly sanitised before staff are allowed back into that area.

If an outbreak occurs within the Park, the Park may be temporarily closed and sanitised before it is re-opened to the public. Staff members who may have been exposed to someone with COVID-19 symptoms must self-isolate until it is clear that there has been no transmission of the disease. Luna Park Management will direct the response with the advice from WorkSafe and DHHS.

Luna Park will sanitise highchairs and wheelchairs between every use.

A RECENT VISITOR HAS THE VIRUS AND IS SUSPECTED TO HAVE BEEN AT LUNA PARK-what now?

If a person who has recently been at Luna Park such as a worker, guest or contractor informs us they have, or may potentially have COVID-19 we will take appropriate action. Depending on the circumstances (e.g. how recently the person was at your location and how closely they were in contact with others) Luna Park may have reasonable concerns about the health of others onsite.

1. Notify DHHS and Worksafe

If it is unclear if a person does have the virus, then we must first call them to confirm or contact DHHS. This step is not necessary if they have already informed Luna Park that they have or may potentially have COVID-19

Contact the national help line to determine the appropriate response. The DHHS Helpline is available on 1800 675 398, which operates 24 hours a day, seven days a week. The Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19. The help line then directs the action required from there.

2. IDENTIFY AND TELL CLOSE CONTACTS

The State's public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

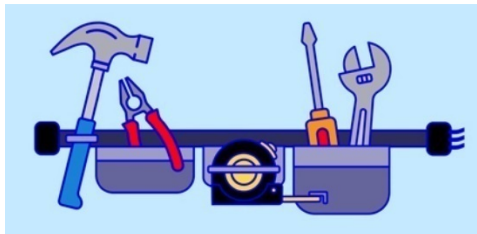
3. CLEAN AND DISINFECT

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow. All areas, for example offices, bathrooms, kitchens and common areas as well as equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected or disposed of.

4. REVIEW RISKS AND CONTROLS

Once completed, management will review the COVID-19 risk management controls, in consultation with Luna Park staff and their HSR representatives and assess and decide whether any changes or additional control measures are required.

MAINTENANCE OPERATIONS



Maintenance Operations have been ongoing and will continue with modification. During maintenance only time, where possible leave common room access doors open rather than requiring someone to open and close doors, where appropriate.

Maintenance construction sites. Numbers on site are 5 people + 1 Supervisor max

Scenic Construction site: Numbers on site are 5 people + 1 Supervisor max

The two groups cannot mix. Separate lunch areas and separate bathrooms.

All staff and contractors must always have masks on.

Indoor lunchrooms are closed.

Scanning in is mandatory using a QR code.

Keep to 4m² rule unless safety dictates the job must be done otherwise.

Note that a contractor may attend but must work away from other people on site. Note that contractors should only be working at 3 sites per week.

Frequent washing of hands is mandatory.

Pay close attention to cleaning and sanitising frequently touched surfaces in back-of-house locations. Ensure that hands are sanitised before and after using common tools and equipment.

Ensure appropriate supply of PPE and cleaning supplies. Order items in advance as some items are difficult to get in a timely manner.

Room capacities will be determined by the latest Government advice, with room max capacities displayed at the entrance.

Set up alternatives to requiring signatures. Use, and ask contractors/delivery services to use, electronic records where possible, to minimise physical interaction.

Where it is necessary for staff to be in proximity due to the essential nature of the work, PPE including face masks and gloves are mandatory. This includes use of the Elevated Work Platform for two people in the basket.

Non-essential work that does not comply with social distancing can be discussed with Management and new processes and procedures will be developed after a Safe Work Method Statement (SWMS) and/or risk assessment is done of the task and appropriate PPE is used.

HEALTH SCREENING AND TEMPERATURE CHECKS

Each guest will be asked specifically about their health and if they are displaying any COVID-19 symptoms. If they answer yes, they will be politely asked to move their visit to another day.

All employees, vendors, contractors, and visitors will have a health check on arrival to Luna Park with use of the QR code and be fully vaccinated.

Temperature should be at or below 37.5 C. If temperature is above that threshold, the individual must be given a mask/ face covering and moved to an isolation area or room for further evaluation.

This checklist guides you through the steps you need to take to fulfill your obligations and respond to a confirmed case of coronavirus (COVID-19) at your workplace. It is part of the [Confirmed case in workplace information pack](#) and supports DHHS to identify close contacts, manage confirmed cases and limit the spread of coronavirus (COVID-19).

Refer to the other documents in the [Confirmed case in workplace information pack](#) to complete this checklist. DHHS will support you through this process.

More detailed guidance on each of the steps can be found in [Workplace guidance for suspected or confirmed cases](#) on our website.

Workplace name:

Site address:

Key contact name:

Job title:

Phone:

Email:

Confirmed case in the workplace checklist		Action taken (optional field)
You must do the following immediately after being notified that a worker or staff member has tested positive for coronavirus (COVID-19).		
<p>Ask worker to return home and isolate.</p> <p>If a worker finds out that they have tested positive for coronavirus (COVID-19) when they are at work, you must direct them to go home immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Department of Health and Human Services.</p> <p>Note: The worker should use private transport and not take public transport. If necessary, ring 1300 651 160 for non-emergency patient transport to be organised. If they are unable to leave immediately, they should isolate away from others in a separate room or area and wear a fitted face mask.</p>		<p><i>[For example only – delete this text]</i></p> <p>Joe (confirmed case) went straight home in his car to isolate after having a test.</p>
<p>Notify the Department of Health and Human Services.</p> <p>If the worker attended work anytime during the 48 hours before they developed symptoms, you must complete an</p>		<p><i>[For example only – delete this text]</i></p>

	<p>Employer COVID-19 Notification Form and email it to covidemployernotifications@dhhs.vic.gov.au.</p> <p>For workers with no symptoms, the important time period will be 48 hours (or 2 calendar days) before their test date.</p> <p>If DHHS has not contacted you within 24 hours of notification please call 1300 651 160.</p>		<p>Sent email 11.56am Tuesday 8 September.</p>
	<p>Notify all workers, suppliers and customers.</p> <p>Advise all workers, suppliers and customers (if relevant) to watch out for coronavirus (COVID-19) symptoms, and to get tested and isolate if they have any symptoms.</p> <p>Do not disclose the identity of the confirmed case unless they have given you permission to do so.</p> <p>Posters and letter templates are available in the Confirmed case in the workplace information pack <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19></p>		<p><i>[For example only – delete this text]</i></p> <p><i>Put poster up for customers, emailed workers and suppliers.</i></p>
	<p>Notify WorkSafe and other relevant industry bodies.</p> <p>DHHS will ask you to contact WorkSafe and any other relevant entities for your sector. WorkSafe may provide further directions that you must comply with.</p>		
You must do the following within 48 hours of being notified of a confirmed case of coronavirus (COVID-19).			
	<p>Complete the Workplace risk assessment.</p> <p>This will help you and DHHS to determine what actions need to be taken. This may include deep cleaning, full or partial closure of the worksite, and any other actions needed to reduce the risk of transmission.</p> <p>DHHS will support you through this process to ensure all required public health actions are taken.</p> <p>You must complete a risk assessment for each identified suspected or confirmed case.</p>		<p><i>[For example only – delete this text]</i></p> <p><i>Done.</i></p>
	<p>Identify workplace close contacts.</p> <p>Had face-to-face contact with a confirmed case during their infectious period; or</p> <p>Shared a closed space with a confirmed case during their infectious period, where there is reasonable risk of transmission based on a risk assessment performed by the PHU, taking into account:</p> <ul style="list-style-type: none"> transmission having been proven to have readily occurred in this (or a similar) setting; 		<p><i>[For example only – delete this text]</i></p> <p><i>Completed the spreadsheet with all close contacts who attended the worksite within the 2 days before the worker</i></p>

	<ul style="list-style-type: none"> the specific variant of SARS-CoV-2; the adequacy of air exchange in an indoor environment; or the nature of the exposure (e.g. type of contact, mask use, whether shouting or singing, size of venue etc.). <p>Using rosters, timesheets, sign-in sheets, visitors logs and the attendance register, complete the Close contact spreadsheet. This will help DHHS identify close contacts and begin contact tracing.</p> <p>The close contact spreadsheet is comprehensive. Please fill it in with as much detail as possible.</p>		<i>developed symptoms.</i>
	<p>Submit forms.</p> <p>Send your completed Workplace Risk Assessment and Close Contact Spreadsheet to the department by emailing: covidemployernotifications@dhhs.vic.gov.au.</p> <p>These forms do not need to be submitted together, submit them as soon as they are completed.</p> <p>The close contact spreadsheet is comprehensive, fill it in with as much detail as possible.</p>		<p><i>[For example only – delete this text]</i></p> <p><i>Email sent 11.03 am Wednesday 9 September.</i></p>
	<p>Notify the identified close contacts and explain that they need to quarantine.</p> <p>Call close contacts, explain the need for them to quarantine and to wait for further instructions from DHHS. If they do not answer, send them an SMS. There is an SMS template you can use in Workplace guidance for managing suspected and confirmed cases.</p> <p>You should aim to call close contacts and add as much detail to the Close contact spreadsheet as possible. DHHS will attempt to get in touch with you and all the close contacts, provide information on quarantine requirements and support available and offer support to them throughout their quarantine period.,</p> <p>Do not disclose the identity of the confirmed case unless they have given you permission to do so.</p>		<p><i>[For example only – delete this text]</i></p> <p><i>Called 5 contacts, texted 2.</i></p>
	<p>Consider closing or vacating the workplace if required.</p> <p>DHHS will provide information for you on the measures you need to take and advise when it is safe to reopen. This step is informed by the Workplace risk assessment.</p>		
	<p>Deep clean as required.</p> <p>Complete a deep clean of the workplace or areas of the workplace identified in the Workplace risk assessment.</p>		

[Cleaning and disinfecting after a coronavirus \(COVID-19\) case in the workplace \(Word\)](#)

[Cleaning and disinfecting to reduce COVID-19 transmission](#)

After reviewing your response, DHHS may work with you and your workplace to determine if any additional actions are required and when it is safe to reopen.

Reopening will typically occur after all confirmed cases and close contacts have entered isolation and quarantine, deep cleaning has been completed, and any additional measures have been implemented.

WHAT TO DO IF THERE IS A POSITIVE CASE AT THE PARK



The Workplace risk assessment helps you and the Victorian Department of Health to determine what actions are needed to respond to a confirmed case of coronavirus (COVID-19) in the workplace. These actions include cleaning requirements, and may require you to fully close, partially close, or continue operations as usual (after deep cleaning).

The Department of Health will provide you information to complete this risk assessment and decide what actions are needed for your workplace.

When completed, please email this form to covidemployernotifications@dhhs.vic.gov.au.

This assessment accompanies the **Confirmed case checklist**, **Close contact spreadsheet**, **Employer notification form** and the **Workplace guidance for managing suspected or confirmed cases** to help you fulfill your obligations as an employer.

Workplace name

Address

Contact name

Job title

Phone

Email

Assessment	Employer response
<p>What date did the worker's symptoms start?</p> <p><i>If the person has no symptoms, this date will be their test (swab) date.</i></p>	<p><i>[Example response – please delete this text]</i></p> <p>Joe's symptoms started on Tuesday morning (8 September). He had a runny nose when he woke up about 7am.</p>
<p>What was the worker's infectious period?</p> <p><i>The infectious period is 48 hours or 2 calendar days before symptoms started, up until cleared by the Department of Health.</i></p> <p><i>For cases with no symptoms, the infectious period is taken as 48 hours or 2 calendar days before test date.</i></p>	<p><i>[Example response – please delete this text]</i></p> <p>Sunday 6 September – Tuesday 8 September</p>
<p>When did the worker (confirmed case) work during their infectious period?</p> <p>Please list the dates and shift times.</p>	<p><i>[Example response – please delete this text]</i></p> <p>Sunday 6 September, 9:00am – 5:00pm</p> <p>Monday 7 September, 9:00am – 5:00pm</p>
<ul style="list-style-type: none"> Where in the workplace did the confirmed case work while they were infectious? How much time did they spend in each area? <p><i>For example, specific workspaces, enclosed rooms, outdoor areas, common areas (breakroom, lifts, bathrooms, hallways, carparks etc).</i></p>	<p><i>[Example response – please delete this text]</i></p> <p>8 hours behind counter</p> <p>15 minutes break room</p> <p>1 minute in lift</p> <p>5 minutes in car park</p> <p>5 minutes on stairs</p> <p>2 visits to toilets</p>
<p>How many close contacts are there?</p> <p>Had face-to-face contact with a confirmed case during their infectious period; or</p> <p>Shared a closed space with a confirmed case during their infectious period, where there is reasonable risk of transmission based on a risk</p>	<p><i>[Example response – please delete this text]</i></p> <p>3</p>

<p>assessment performed by the PHU, taking into account:</p> <ul style="list-style-type: none"> • transmission having been proven to have readily occurred in this (or a similar) setting; • the specific variant of SARS-CoV-2; • the adequacy of air exchange in an indoor environment; or • the nature of the exposure (e.g. type of contact, mask use, whether shouting or singing, size of venue etc.). <p>Completing the Close contact spreadsheet will assist the Department of Health contact tracing. Refer to step 5 of the Confirmed case checklist. the Department of Health will review the information you provide.</p> <p>You are only required to identify workplace close contacts. The Department of Health will identify and trace other close contacts (for example, family or personal close contacts).</p>	
<p>What area/s have been or will be deep cleaned in accordance with the Department of Health guidelines?</p> <p>Consider workplace site layout and common areas where the confirmed case may have been, and high-touch surfaces they may have touched. The Department of Health can assist in determining which workplace areas need to be cleaned.</p> <p><i>Does the site need to be closed (partially or completely)? This must be considered if there is ongoing risk of infection at the workplace. If you are unsure about this, contact the Department of Health for guidance.</i></p>	<p><i>Counter, break room, lift, stairs, toilets</i></p>
<p>Are there any unique site management requirements or risks?</p>	

For example, animal welfare and management, essential need for workplace to remain open.

Risks could include enclosed spaces, commons areas, or information about ventilation.

If there are significant risks associated with closing your workplace, please inform the Department of Health as soon as possible.



This form is used to notify the Department of Health and Humans Services (the department) when there has been a confirmed case of coronavirus (COVID-19) in your workplace. When completed, please return immediately to the department [via email to covidemployernotifications@dhhs.vic.gov.au](mailto:covidemployernotifications@dhhs.vic.gov.au) and proceed to the next step of the [Confirmed case in the workplace checklist \(Word\)](#).

For guidance, please see [Workplace guidance for managing suspected and confirmed cases \(Word\)](#).

Workplace details	
Full name	
Address	
Type of workplace and industry	
Phone number	
Key workplace contact	
Full name	
Job title	
Phone number	
Email	
Confirmed case details	
Full name	
Date of birth	
Address	
Phone number	
Employee role	
Date of test/swab	
Date symptoms started	
Did the confirmed case attend work during their infectious period? (Yes/No) <i>The infectious period = 48 hours or 2 calendar days before symptoms started.</i>	



For cases with no symptoms, the infectious period is taken as 48 hours or 2 calendar days before test date.

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