

# COVIDSafe Plan

## Our COVIDSafe Plan

Business name:	Highpower Cleaners and Removers
Site location:	Commercial Businesses & Residential Homes
Contact person:	Sam Bajwa
Contact person phone:	+61 423 803 803
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	All Cleaners have been advised and trained to wash their hands thoroughly before and after providing services. During cleaning all cleaners will always be wearing gloves.  Note: There are no fixed work sites on certain occasions especially for providing End of Lease Cleaning.
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	Our cleaners perform this exercise as part of their regular routine while they are on-sites.
<b>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.</b>	All cleaners wear masks and gloves at all times. Personal Protective Equipment is provided to all our cleaners.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p>All cleaners hired by Highpower Cleaners and Removers have successfully completed and achieved certification (WHO) for COVID-19: Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response. Moreover, company provided our team members with regular updates on correct use of PPE as per the Department of Health and Human Services guidelines.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>Not Applicable</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>Not Applicable</p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>Our Cleaners have abundant supply of cleaning products and disinfectants required to complete the jobs that are considered as part of Essential Cleaning.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>Our office staff are working Remotely (from their own home).</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>We are only providing regular cleaning to some of our disabled clients and we are making sure that same cleaners are working on that site every week.</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>Not Applicable</p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<p>Our Cleaners are maintaining the safe distance as per the DHHS guidelines.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Not Applicable</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Not Applicable</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	Not Applicable
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Our Cleaners are always maintaining safe distance with each other and clients.
Review delivery protocols to limit contact between delivery drivers and staff.	Not Applicable
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Not Applicable
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 <a href="#">‘four square metre’ rule</a> .	Not Applicable

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>Highpower Cleaners and Removers maintain an accurate log for cleaners and our Calendars can provide us with an accurate information related to cleaner and their physical location during work hours.</p> <p>Note: We are currently providing Essential Cleaning Services to disabled Clients.</p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Our cleaners are advised to contact Head Office immediately in case there are any issues, questions or doubts about the Occupational health and safety</p>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>We, our cleaners will be following all the necessary step if any of our team members or our clients shows any symptoms or gets tested Positive for Covid-19</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>Our booking systems provides us with accurate information should a need arises to track a staff member or visitor who came in contact with Covid Positive patient.</p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>Will follow the appropriate steps on need basis as per the guidelines from DHHS</p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>We have taken all the necessary steps should our worker is suspected to be COVID positive or a confirmed case. Worker will no longer be working till cleared and in the meantime, we will try to reach out people to get tested those who came in contact with that specific worker.</p>
<p>Prepare to notify workfers and site visitors (including close contacts)</p>	<p>We will follow the guidelines should such a scenario arises.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>WorkSafe Victoria will be notified at the earliest should such a need arise.</p>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p>Advise provided by DHHS will be followed.</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed Sam Bajwa

Name Sam Bajwa

Date 06/08/2020