COVID-SAFE PLAN V6.0 April 2022
Pyrenees Shire Council COVID-Safe Plan
Coronavirus Prevention and Response Strategies

Date amended:	V6.0 April 2022
Date of next review:	August 2022 or earlier if required
Updated by:	Director Corporate & Community Services
Endorsed by:	Pandemic Planning Committee
Date endorsed:	April 2022
Responsible officer:	Director Corporate & Community Services
Relates to Policy:	Health, Safety & Wellbeing

Safety requirements are now in place

THANK YOU FOR STAYING SAFE

24/7 Coronavirus Hotline – 1800 675 398
Triple Zero – 000 – emergencies only

PURPOSE AND SCOPE

To provide guidance to staff and Council's Pandemic Planning Committee on -

- preventing the spread of COVID-19 in Council workplaces,
- how to protect yourself in public places in general, and
- what actions should be taken in the event of a confirmed case of COVID-19 at a Council workplace or in the Pyrenees Shire community.

This Plan applies to all staff, volunteers, contractors, contracted staff and visitors to any Council workplace or facility. Where this document refers to 'staff' this also means contractors, contracted staff, and volunteers.

Where Government Direction conflicts with this Plan, please follow Government Direction.

Specific plans / Guidance for specific cohorts of staff or facilities

Where a contingency plan has been developed for a specific workplace, specific staff should follow the information in that document.

Support Staff – where this Plan conflicts with instructions provided that are specific to your industry, please follow those instructions.

Outdoor / Depot Staff –
Guidance specific to outdoor staff includes:

- It is recommended to minimise the level of unnecessary face-to-face interaction with the other depot or members of other teams and virtual meetings should be arranged between teams where practicable.
- Health and Safety Representatives can attend OHS Committee meetings in person but should maintain distancing requirements.
- To minimise risk of virus transfer between staff and ensure that delivery of critical services is maintained, it is requested that interaction between the two depots be minimised to ensure that staff from one depot is available at all times.

Frontline Staff –
Guidance specific to frontline staff includes:

- All efforts will be made to ensure Council frontline facilities continue to operate during an outbreak and instances of high levels of staff absence.
- If staff are unable to work due to an outbreak / isolation, contact will be made first with casual staff to fill shifts. If unsuccessful, shifts will be offered to remaining frontline staff / volunteers.
- If minimal staffing levels cannot be maintained due to outbreak / isolation, it is recommended that first and foremost the Council Switchboard be staffed, then the Beaufort Council Office followed by the Beaufort and Avoca Resource Centres.

Contents

DEFINITIONS AND GUIDANCE

Dept Health (DH)	Refers to the Department of Health who would be the lead in any response to an outbreak of COVID-19 in the Pyrenees Shire.
Positive person/case	Person who has been diagnosed positive from a COVID-19 test.
When is a confirmed case's infectious period	A case's infectious period should be taken 48 hours before onset of symptoms until medical clearance. If a case is asymptomatic, they should be assumed to be infectious from 48 hours before the initial positive test.
Isolation / quarantine	The amount of time you are advised to remain separate from others following a positive test result or are identified as a close contact of a positive person. See section 3 for isolation and quarantine information, or Checklist for COVID cases	Coronavirus Victoria
How do you define an 'indoor space'?	Indoor space means an area, room, or premises substantially enclosed by a roof and walls that are floor-to-ceiling or at least 2.1 metres high, regardless of whether the roof or walls or any part of them are permanent or temporary, or open or closed.
Who is 'fully vaccinated'?	A person must have received all scheduled doses of a TGA-approved or recognised vaccine regimen to be considered fully vaccinated.
Rapid Antigen Tests (RATs)	Rapid antigen tests (RATs) are tests that can be taken at home and take approximately 10-15 minutes. Taking a RAT is strongly recommended before when visiting sensitive settings and low-vaccination settings such as schools, early childhood learning centres, aged care facilities, hospitals, disability settings, elderly relatives, and jails; and prior to entry to other high-risk indoor settings (e.g., gyms, beauty treatments, places of worship).

COURTESY AND BEHAVIOUR

It is acknowledged that additional stresses imposed through the long COVID-19 Pandemic and its aftermath can create frustrations.

It is Council's expectation that all employees of the Pyrenees Shire Council will maintain vaccination status in accordance with government recommendations, and will -

a. always behave with courtesy and show respect, within the workplace and in the public domain, and
b. cooperate with any request made of them relating to maintaining the safety of themselves and others, including –
   - checking in with QR Codes,
   - showing identification or vaccination status verification where requested, and
   - getting tested when requested, in accordance with government direction.

Any issues with poor behaviour being directed to employees should be reported through an incident report and to supervisors or managers.

SECTION 1 – GOVERNMENT DIRECTION

Staff must always follow the current government directions applicable to COVID-19 protection and restrictions.

How we work: Victoria | Coronavirus Victoria
Coronavirus (COVID-19) Victoria | Coronavirus Victoria

As government directions or recommendations change, Council's Pandemic Planning Committee will issue guidance on changes that must be made.

1.1   Conditions of attendance at Council workplaces - vaccination

Directions from the Victorian Government regarding COVID-19 mandatory vaccinations for workers have indicated that all public sector employees (including councils) must be fully vaccinated. This includes any booster shots as recommended by government.

Council has an expectation that all staff will be able to attend the workplace, outside of their home, when required to do so, as such it is an expectation that all Council staff will be fully vaccinated in order to continue their work from any location.

Under the Directions, Council is **required** to collect and retain information regarding vaccinations of staff, including the need to obtain proof of vaccination.

A Policy has been developed providing more information on Council's obligations in this regard.

1.2   Vaccination and check in

Patrons are no longer required to be fully vaccinated or show their vaccination status before entering any venue.

The requirement for staff and patrons of venues to check-in using the Service Victoria app is no longer in place and Council is no longer required to keep attendance records.

The existing vaccination mandates for staff to continue working for Council are still required. Employees can use COVID-19 Special Leave or Sick Leave for attendance at appointments to obtain a COVID-19 vaccinations or boosters.

1.3   Venues operating as a polling place

Vaccination requirements do not apply to voters or federal election workers attending polling places for the upcoming State and Federal elections.

1.4   Government support

Support and guidance are available on the Victorian Coronavirus site at
https://www.coronavirus.vic.gov.au/.

2 SECTION 2 – PREVENTION - MAINTAINING A COVID-SAFE WORKPLACE

Council requires the following principles to be followed by all staff to maintain a COVID-Safe Workplace.

2.1 Workplace location / Working from home arrangements

Government recommendations for working from home if possible have been removed. Council requires indoor staff who have previously worked from home to now return to the office –

- full-time indoor staff are required to return to work from their normal workplace a minimum of three days per week,
- part-time indoor staff are required to return to work from their normal workplace either for the whole of their working hours or as arranged with their manager / supervisor,
- where indoor staff prefer to continue working from home for some period of their scheduled hours, a formal *working from home agreement* must be completed and approved by their manager and provided to the Manager People & Culture for Council records.

Working from home agreements must be of mutual benefit and agreement with Council management and there is no obligation upon Council to honour such a request where it inhibits good productivity or service delivery.

Indoor staff must utilise the desk booking application to secure their workstation on a daily basis to ensure that all staff have available space to work.

2.1.1 Exemptions

The work from home direction (if / when in place) may not apply to certain staff cohorts – e.g., Pyrenees Community Care Support Staff, Frontline Staff, and Depot Outdoor Staff. Staff should always be guided by their supervisors for workplace arrangements.

2.2 Get tested

If you feel unwell, with even the mildest of flu-like symptoms that could be COVID-19, please arrange to get tested at your earliest opportunity – not tomorrow, not next week, but today if possible.

PCR testing can be done at public centres and at your local medical practice by appointment. https://www.coronavirus.vic.gov.au/where-get-tested-covid-19.

If you are unable to receive a timely PCR test, you can take a rapid antigen test (RAT) to get a quicker response. If you receive a positive result from your rapid antigen test you are considered a positive case and must report your result and take actions in accordance with the positive case checklist. RATs are available (subject to supply) for staff by contacting the Risk Management Coordinator.

If you feel unwell, self-isolate before and after getting tested until you receive a negative result for COVID-19.

If you test positive from a rapid antigen test, you must report your result as soon as you can by calling the Coronavirus Hotline at 1800 675 398 or by completing the form at https://www.coronavirus.vic.gov.au/report.

2.3 Positive COVID-19 cases

Staff who test positive to COVID-19 are required to notify their close contacts – household, social, and workplace contacts. They must also notify their manager and/or the Manager People & Culture.

2.4 Close contacts

The requirement to isolate for seven days if you test positive to COVID-19 remains in place.

Close contacts need to undertake at least five negative rapid antigen tests (RAT) over the seven days that would previously have been the self-quarantine period.

Although close contacts of positive cases no longer have to quarantine – provided they wear a face mask indoors and avoid sensitive settings – it is recommended where practicable that staff who are close contacts do not attend the workplace and either work from home or take leave.

If close contacts must attend the workplace during what would formerly have been the seven-day quarantine period, they should take a RAT each day with a negative result before physically presenting for work.

2.5 Physical distancing

Maintain relevant density limits (e.g., 1 person to 4 square metres) to arrange shared work areas and publicly accessible spaces. This assists in reducing the risks of virus transmission.

Where possible within the workplace, workers and visitors should maintain physical distancing of 1.5 metres.   Screens are available for installation in office areas where it is impracticable to maintain 1.5m distance between workspaces, which can support minimising risk of droplet transmission within team areas.

2.6 Face masks

Face masks are no longer mandated by government direction to be worn indoors. However, wearing a face mask can help protect you and those around you and lowers your chance of spreading or catching the virus. It is still recommended that face masks should be worn if you -

- can't physically distance from other people, if you have any symptoms[1], or if you are with people who may be vulnerable to COVID-19,
- are among groups of strangers, or
- feel more comfortable wearing a mask in a public setting.

Face masks are still required on public transport and at airports, and in sensitive settings such as hospitals.

2.7 Practise good hygiene

Shared spaces should be frequently and regularly cleaned and disinfected, including high touch communal items such as doorknobs and telephones. Soap and hand sanitiser are made available for all staff / workers and customers throughout Council facilities and worksites and regular handwashing is encouraged.

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[1] If you have symptoms, please get tested and isolate.

2.7.1 Shared desks – indoor staff

Where desks may need to be shared –

- ensure desks remain uncluttered and the main working area kept clear except during periods of working at the desk
- individual mobile computer devices are being provided to indoor staff and individual keyboard, mouse and headphones are provided
- a shared desk protocol has been developed and circulated throughout the Council offices. A copy is attached to this Plan as Appendix A.

2.7.2 Public spaces / meeting rooms

Employees are encouraged to regularly wipe down and clean hard surfaces (e.g., tables, counters, computer keyboards / mouse) in public spaces using disinfectant or disinfectant wipes, during daily use.

Protocols for cleaning tables, before and after a meeting, have been made available in meeting rooms. Hand sanitiser must be made available for public use at all entrances to public council facilities.

2.8 Improve ventilation

It is recommended that windows and outside doors are opened where practicable to improve ventilation. This encourages air flow from outside to help reduce the risk of COVID-19 spreading in the workplace.

2.9 Recordkeeping

Records no longer need to be kept of anyone entering a Council workplace or facility.
All staff **must** get tested and stay home even if they have only mild symptoms.

2.9.1 Using the Desk Booking App

As more staff return to the office, indoor staff must use the Council provided desk booking application when wanting to work from an indoor Council facility workspace. This can be done for full days or half days.

2.9.2 Privacy

Where a positive case is confirmed, disclosure will occur to –

- the Department of Health, upon request, to support contact tracing in the case of a local outbreak
- WorkSafe Victoria
- members of Council staff (workplace contacts) as needed to effectively manage any potential outbreak.

Wherever possible, the identity of a worker who has tested positive will remain confidential.

Records on actions taken to manage suspected and confirmed cases in the workplace will be maintained as logs on the CrisisWorks emergency management application under the COVID-19 Event. Information that needs to be included in this log should be forwarded to the Director Corporate & Community Services or Manager People & Culture.

2.10 Minimise unnecessary interaction

Minimise the level of unnecessary face-to-face interaction with members of other teams, continue to arrange virtual meetings where practicable.

Where service delivery is critical, managers should identify and minimise risks of virus transfer between staff where practicable to ensure that delivery of critical services is maintained. E.g.:

- interaction between the two depots should be minimised to ensure that staff from one depot is available at all times,
- teams that normally work together but would disrupt business continuity if both / all were unavailable at the same time should temporarily arrange to work separately, and / or
- arrange virtual meetings if practicable for teams and/or staff who do not normally work together or in the same location or hold face-to-face meetings outside.

Desk sharing is permitted, using the protocols provided at Appendix A, between members of the same workforce bubble. Use of the Desk Booking App is also required.

3 SECTION 2 – COVID-19 CONFIRMED CASE RESPONSE PLAN

Council must respond quickly to a symptomatic person, or a COVID-19 case in the workplace. This will limit further exposure and reduce potential outbreaks.

A summary of what to do if you get COVID-19 is provided at Appendix C and advice on isolating at home is provided at Appendix D.

All positive cases of COVID-19 in Council's workplace or community will be managed by Council's Pandemic Planning Committee, using the checklists contained in this document and at the checklists online via Your COVID Checklist | Coronavirus Victoria.

Separate COVID-19 contingency plans have been developed for three specific workplaces and have been provided to teams working in those areas, including -

- Beaufort Lake Caravan Park
- Pyrenees Community Care
- Resource / Information Centres

Supervisors in those specific workplaces must ensure that these contingency plans are updated in accordance with changes in government direction.

3.1 Business Continuity Plan

Council has a Business Continuity Plan in place which identifies the following service areas as critical, needing to have a minimum level of service established within 1-2 days –

- Executive / Senior Leadership Team representation
- Communications / interaction with the community
- Waste collection services
- Switchboard operations
- Emergency management expertise / response
- ICT support

- Cleaning contractors
- Public safety response
- Building inspections / essential services
- Emergency management / incident response and support
- Aged care support (Pyrenees Community Care)
- Beaufort Caravan Park

The following services have been determined to be **important** and need to have a minimum level of service established within 1-2 weeks[2]:

- Environmental health issues response
- Payroll
- Creditor management
- Frontline services (Reception/ Resource Centres
- Waste management

- Risk & OHS
- Governance
- GIS
- Maternal & Child Health / Immunisations
- Supported play groups

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[2] Dependent upon the scenario, some of these services may become critical and require a minimum level of service to be established earlier.

All these areas should have a specific contingency plan as an appendix to the Business Continuity Plan. If any of these critical service areas are impacted through a COVID-19 outbreak, then the specific contingency plan should be activated as part of Council's response.

3.2 Checklist - Council actions –

The following steps will be taken by appropriate staff including the Manager People & Culture and relevant managers / supervisors.

Step	Action required
1.	If the worker has presented to work, direct the worker to go home immediately and self-isolate for 7 days from the date they were tested, even if they don't have symptoms.
1a	Ensure that the worker uses private transport and not take public transport. If necessary, ring 1300 651 160 for non-emergency patient transport to be organised.
1b	If the worker is unable to leave immediately, ensure they are isolated away from others in a separate room or area and wear a face mask.
Within 24 hours:	
2.	Council is no longer required to identify and inform workplace contacts of a positive case. This is the responsibility of the infectious worker.
3.	Council must inform all workers that: a) an infectious staff member attended the workplace b) the infectious staff member is required to notify anyone they came into contact with for 15 minutes face-to-face, or 2 hours in the same indoor space c) remind staff to be vigilant about the onset of COVID-19 symptoms d) advise all workers to use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms. If they test positive on any rapid antigen test, they must report their result, isolate for seven days, and follow the checklist provided in section 3.3. e) advise staff that, if they are a close contact of a close contact of an infectious person, that it is recommended that they do not attend the physical workplace and work from home or take leave if practicable.
4.	Subject to availability, Council should provide sufficient rapid antigen tests upon request to workers to allow them to meet their testing obligations as close contacts.
5.	Put in place recommended appropriate control and/or risk management measures to reduce the risk of spreading COVID-19 at the workplace. For example: a) make alternate arrangements for close contacts' working location – i.e., work from home or take leave as practicable, b) increase the use and enforcement of PPE (e.g., face masks) and physical distancing.
6.	Notify the Department of Health if there have been 5 or more cases within a 7-day period via the COVID-19 outbreak notification form.
8.	You are not required to deep clean your place of business but must follow routine cleaning to prevent the spread of COVID-19 in the workplace. For more advice visit COVID-19 cleaning guidelines for workplaces.
When can a worker return to work?	
1.	Anyone who has tested positive for COVID-19 must isolate for 7 days. A worker can return to work once they have completed their 7-day isolation.

Step	Action required
	Once someone with COVID-19 has completed their isolation period, they are no longer considered infectious and do not require a negative test result at the end of their isolation period in order to leave isolation. However, they might need more time away from work after they have been cleared, as even though they are no longer infectious, they may still feel too unwell to return to work. Council must support them to do so.
2.	Workplace contacts who have had symptoms can return to work when they have returned a negative result from a RAT or PCR test. They are recommended to stay at home until their symptoms have resolved.
3.	Household contacts are not required to quarantine and can return to work if they: - wear a mask indoors - avoid hospitals and care facilities - undertake at least five negative rapid antigen tests over the 7 days that would previously have been their self-quarantine period. Council does, however, request that close contacts do not present to the physical workplace where practicable and either work from home or take leave.

For more information on workplace response – access - Confirmed case in the workplace | Coronavirus Victoria

3.3   Checklist – Positive COVID Cases
https://www.coronoavirus.vic.gov.au/checklist-cases

A summary of what to do is included at Appendix C.
Prepare for isolating at home in accordance with guidance provided at Appendix D.
If you experience ongoing symptoms of COVID-19 (long COVID symptoms), more information is available here.

Step 1: Focus on your health and get help if you need it
COVID-19 can be a serious illness. Call a doctor if your COVID-19 symptoms worsen. Go to hospital if it is an emergency. Whilst your vaccine will provide you with protection, there are still risks to your health and life. After you report your result, you will be contacted by a health professional if you need it and enrolled into a care pathway (through your GP). Monitor your symptoms, if your symptoms are mild or manageable, keep managing COVID at home, but remember to stay isolated. (See Appendix C.) If they start to get worse, call a doctor or Nurse on Call on 1300 606 024. If they get seriously worse, especially if suddenly, or you feel like it is an emergency, call triple zero (000) or go straight to hospital. Make sure you tell them you have COVID-19. If you live by yourself, tell someone else that you have COVID-19 and arrange to check in twice per day at specific times, so that they know to alert an ambulance if you are not contactable.
Step 2: Report your result and immediately isolate for 7 days
If you test positive using a rapid antigen test, you must report your result online (https://www.coronavirus.vic.gov.au/report) or call 1800 675 398. You don't need to report your result if you tested positive from a PCR test.

	• You must isolate at home or in private accommodation for 7 days. If you are living with others, isolate away from them as much as possible to reduce the risk of them getting COVID-19. See more information on how to isolate effectively at home. • While you are in isolation you can't leave your house for any reason except to get tested, get medical supplies, or in an emergency (including family violence, fire, or flood). • You and your family may be eligible for food and financial assistance during this period – see https://www.coronavirus.vic.gov.au/isolation-support. • Don't get another test if you have already tested positive. You don't need it. You are automatically released after 7 days. • If you have recovered from COVID-19, you aren't required to get tested or isolate if you are re-exposed to a case within 12 weeks of ending your isolation period.
Step 3: Tell your household and household-like contacts	

	• You must tell your household and household-like contacts you have tested positive for COVID-19. They are people you have spent **more than four hours** within a house, care facility, or accommodation. You should let them know first, before any other contacts.
	• Direct your household contacts to the link for COVID contact checklist.
	• They no longer have to self-isolate but must:
	   o test negative using a RAT on 5 days of the 7-day period (with tests spaced at least 24 hours apart)
	   o wear a mask indoors when outside the home
	   o do not visit hospitals or care facilities
	   o notify their employer or education facility if they are likely to attend during the y-day period
	   o if they do not follow these steps, they must quarantine for the 7-day period and are required to get tested on Day 1 and Day 6.

Step 4: Tell your social and workplace contacts – they must get tested if they have symptoms	
	• You must tell your social and workplace contacts you have tested positive for COVID-19. Your social contacts are people who you have spent time with while you were infectious – your infectious period is 48 hours prior to noticing symptoms or (if no symptoms) two days before the date of the positive test. • Your social and workplace contacts are people you know (including people you worked alongside at a workplace) who you spent 15 minutes with face-to-face, or more than 2 hours with in the same indoor space, while you were infectious. • If they develop symptoms, they must use a rapid antigen, or get a PCR test if they can't access a rapid antigen test. • If they do not have symptoms, they are strongly recommended to use a daily rapid antigen test for 5 days.
Step 5: Tell your workplace and/or education facility	
	• If you worked onsite while infectious, you must tell your employer / workplace you have tested positive to COVID-19. • Your workplace will advise all staff that someone was infectious at work – but they will not identify your contacts for you and inform them individually. • You are required to tell the workers who you came into contact with at work.

3.4   Household or household-like contacts

You are a household or household-like contact if you have spent more than 4 hours with someone who has COVID-19 inside a house, accommodation, or care facility. Household contacts are also referred to as close contacts.

Your household contact period is 7 days. You don't have to quarantine during this 7-day period if you:

- Test negative using a RAT test on 5 days of the 7-day period (with tests spaced at least 24 hours apart)
- Wear a mask indoors when outside your home
- Do not visit hospitals or care facilities
- Notify your employer or education facility

If you do not follow these steps, you must quarantine for the 7-day period, and you are required to get tested on Day 1 and Day 6.

Although you are no longer required to isolate if you follow the above steps, it is requested that you do not physically attend the workplace and either work from home or take leave as practicable.

If you test positive on a RAT, you must report your result and isolate for 7 days.

3.5   Social and workplace contacts

You are a social or workplace contact if you spent more than 15 minutes face-to-face with someone who has COVID-19, or if you spent more than two hours with them in the same indoor space (such as a workplace or restaurant).

If you have symptoms, you must use a rapid antigen test or get a PCR test.

If you don't have symptoms, you are recommended to use a daily rapid antigen test for 5 days.

If you test positive on a rapid antigen test, you must report your result and isolate for 7 days.

3.6   Supply of rapid antigen test kits

Council has a limited supply of rapid antigen test kits so if staff want to utilise these tests, where possible they should be obtained from a public testing centre.

If staff are unable to obtain rapid antigen tests (RAT) from elsewhere, Council will provide test kits (subject to available supply) as follows –

- Support Staff will be provided with test kits for use as directed by Pyrenees Community Care supervisors.
- Staff with symptoms can be provided with one rapid antigen test to obtain a quick result on their COVID-19 status if they are unable to get a timely PCR test or rapid antigen test from elsewhere.
- Staff who are identified as workplace contacts will be provided with five rapid antigen tests to allow them to fulfil the requirement of daily rapid antigen testing for five days, if they cannot obtain these tests from elsewhere.

4 SECTION 4 – PREPARATION FOR A POSITIVE CASE WITHIN THE PYRENEES SHIRE COMMUNITY

Actions taken by the Pyrenees Shire Council where a positive case is confirmed within the community, but not a Council staff member, are likely to be under the direction of the Department of Health and should follow the format of Council's Emergency Management processes. Council's response at all stages will be managed by the Pandemic Planning Committee –

Step	Immediate action in case of outbreak	Who	Timeframe
1.	If notification is received by the Department in Charge (e.g., Department of Health) – direct the call to a member of the Executive Leadership Team.	Switchboard Anyone	Immediately
2.	If aware before formal notification from the Department in Charge, notify a member of the Executive Leadership Team.	Anyone	Immediately become aware
3.	Activate the Pandemic Planning Committee.	ELT member notified	Immediately notified
4.	PPC first meeting to determine appropriate course of action.	PPC	Within 30 minutes

4.1 Before – Action plan to prepare for an outbreak

Step	Actions required to ensure preparedness for an outbreak
1.	Identify locations where large-scale and/or drive-through testing stations could be set up, if requested by Dept Health.
	• Railway station at Beaufort. • Old Railway station / art gallery car park at Avoca. • Recreation Reserve, Avoca. • Council office car park, Beaufort. • Beaufort Community Bank Complex, Beaufort. • Carngham Recreation Reserve, Snake Valley / Carngham. • Recreation Reserve, Moonambel. Recreation Reserve, Landsborough.
2.	Identify sources where food and other essential supplies could be obtained in a short space of time.
	• Food pantries, Beaufort and Avoca. • IGA Supermarkets, Beaufort and Avoca. Local cafes – Beaufort and Avoca
3.	Identify volunteers who could support supply of food and essential supplies.
	Community volunteers (Rotary or similar), staff, Avoca Car volunteer drivers, support staff.
4.	Identify cleaning contractors who can be called in at short notice. Examples could include – • Cleanaway for removal of clinical waste. • Normal sharps removal contractors – use of Council sharps containers. • Cleaners for deep cleaning of contaminated premises. (Council's general cleaners will not have capacity for additional deep cleaning.)

Step	Actions required to ensure preparedness for an outbreak
	Avoca and Beaufort are serviced by separate cleaning contractors which could provide limited services in both areas – would need some non-key public facilities to be closed. Local cleaners could be used as temporary substitutes for key areas.
5.	Ensure that business continuity plans are current and maintained for critical service areas. Critical areas are services that must be in place, at minimum operational levels, within 1-2 days – • Representatives of ELT / SLT • Communications • Switchboard operations • Emergency / incident response • Emergency management expertise • ICT support • Public safety response • Building inspections / essential services • Aged Care support • Beaufort Caravan Park

4.2   During – response support for the community

Step	Actions for Pandemic Planning Committee to consider if an outbreak occurs
1.	Assess the situation.
2.	Identify if additional resources / people are required for the PPC to operate effectively.
3.	Develop a communications plan – • Notifications to Council and staff • Information for the website • Scripts for the switchboard and frontline staff to provide advice to the community upon request
4.	Activate business continuity plans for critical service areas.
5.	If build-up of cases means that existing testing stations prove inadequate, prepare for receipt of requests for alternate venues (see 3.2.1 (1) above). e.g., Railway Stations, Car parks.
6.	Experience from other regions suggest that it is unlikely that Govt will request traffic management support – either for foot or vehicle control around the site. At Shepparton, this was planned between Dept Health / MERC. There was a conscious decision not to involve local Council staff who may have personal isolation requirements. Pyrenees Shire Council do not have the capacity to provide traffic management support, which will need to be sub-contracted.
7.	Prepare for receipt of requests from individuals for support, including food and other services (see 3.2.1 (2) above).
8.	Prepare for receipt of requests from businesses for support, including access to cleaners.
9.	Ensure frontline services and the switchboard have full information on how to direct requests for support.

4.3   After – recovery support for the community

Recovery support post event is likely to be like that implemented as part of individual and business recovery provided in 2021.

Step	Actions for Pandemic Planning Committee to consider post outbreak to support community and business recovery
1.	Develop business support plan – e.g. • Re-assigning business support taskforce. • Updating COVID-Safe Plans, how to keep workplaces safe. • Keeping businesses informed with latest information and updates. • Make referrals where needed for financial counselling, mentoring and advice. • Identify opportunities for funding support. • Provide feedback on information needed on the Council website.
2.	Keep the Council website up-to-date and informative.
3.	Develop community support plan – e.g. • Convening community support taskforce. • Make referrals where needed for counselling, financial assistance, and other advice. • Identify opportunities for funding support. • Provide feedback on information needed on the Council website. • Consider opportunities for events to bring the community back together.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Senior Leadership Team	The Senior Leadership Team represent the employer in their duties to employees and to those who visit the workplace including customers and visitors. The Senior Leadership Team should consult with Health & Safety Representatives when implementing processes to protect staff and the public. These duties include, but are not limited to, ensuring that: • The workplace is cleaned regularly and thoroughly • Staff are required to practice physical distancing • The layout of the workplace promotes physical distancing where possible • Staff are required to practice good hand hygiene (and that hand washing facilities are well-stocked and in good functioning order) • Staff who are identified to be close contacts of a person with COVID-19 by DHHS do not attend work until told by DHHS that their quarantine period has ended • Staff are required to stay home when unwell, particularly if they are awaiting a COVID-19 test result or have been confirmed to have COVID-19 • Visitors to the workplace who are not staff and not essential to its functioning are limited • The number of people on site at a workplace at any given time is limited • Staff are provided with clear information and appropriate training and instruction on measures that will reduce their risk of contracting COVID-19 which could include hand washing, how to clean and disinfect surfaces, and when to stay at home • Staff know what to do if they feel unwell or suspect they have been infected, according to information provided by DHHS
Pandemic Planning Committee	The Pandemic Planning Committee lead the planning and delivery of strategies to maintain a safe workplace and support our community during the COVID-19 pandemic. This includes: • Ensuring a COVID-Safe workplace environment is maintained • Maintaining knowledge of and providing guidance to staff on government restrictions and other information • Providing support to business and community where / as considered appropriate • Planning and preparing for a potential outbreak in the Pyrenees Shire

Role	Responsibilities
	• Leading the Council response in the case of an outbreak in the Shire
Staff / employees	Employees have duties, including: • Taking reasonable care of their own health and safety • Taking reasonable care for the health and safety of persons who may be affected by their acts or omissions (not doing something) at a workplace • Cooperate with their employer with respect to any action taken by the employer to comply with a requirement imposed by or under the OHS Act Employees must also: • If identified to be close contacts of a person with COVID-19 by DHHS must stay home and not attend work until told by DHHS that their quarantine period has ended. • If developing symptoms of COVID-19 isolate themselves immediately call the coronavirus information line on 1800 675 398 and follow the self-isolation guidance available on the DHHS website. • Tell their manager as soon as possible if they are a positive case or a close contact of a positive case, follow Council's procedure for managing a confirmed COVID case, and update their manager if the situation changes, for example, if they receive a positive COVID-19 result.

5   VERSION HISTORY

Version Number	Issue date	Description of change
1.0	August 2020	Initial release
2.0	September 2020	Updated format
3.0	December 2020	Review and revision – updated format
3.1	14.01.2021	Additional mask requirements and including information about unnecessary work travel
3.2	20.01.2021	Updating information arising out of desktop scenario exercises.
4.0	September 2021	Update information and amalgamation with Confirmed Case Response Plan.
4.1	October 2021	Update information in accordance with new Government Directions.
5.0	November 2021	Update information in accordance with restriction changes and more guidance provided.
5.1	December 2021	Updated guidance with regard to positive case management.
5.2	January 2022	Updated guidance in accordance with changed government recommendations and checklists.
6.0	April 2022	Updated guidance in accordance with changed government recommendations.

6   ACTION PLAN – April 2022

The following are actions that will be completed by members of Council's Pandemic Planning Committee to ensure that Pyrenees Shire Council is prepared for an outbreak -

Step	Actions required to ensure preparedness for an outbreak	Who	Timeframe
1.	Ensure that business continuity plans are current and maintained for critical service areas. Critical areas are services that must be in place, at minimum operational levels, within 1-2 days – • Representatives of ELT / SLT • Communications • Switchboard operations • Emergency / incident response • Emergency management expertise • ICT support • Public safety response • Building inspections / essential services • Aged Care support • Beaufort Caravan Park Requests for contingency plans have been forwarded to leaders of these teams.	SLT	In progress Apr 2022

APPENDIX A – WORKPLACE BUBBLE / TEAM BASED DESK SHARING PROTOCOL

APPENDIX B – CONTACT ASSESSMENT AND MANAGEMENT MATRIX

What to do if you have tested positive for COVID-19

- Quarantine at home for 7 days
- People you live with or have spent more than four hours with at home must also quarantine for 7 days

Who to tell

- Friends and family you have spent time with recently
- Your employer
- School or daycare of your child

What to tell them

- I've recently tested positive for COVID-19
- We spent time together so you should get tested too
- Everything you need to know is available at coronavirus.vic.gov.au/checklist-cases

Know your symptoms and when you need to get help

	Mild	Worsening	Severe
General feeling	Feeling a little unwell but okay. Able to walk around the house and do normal activities.	Feeling very unwell and tired, struggling to take care of yourself.	Having difficulty breathing, cannot take care of yourself.
Symptoms	• Runny or blocked nose • Sore throat • Aches and pains • Coughing • Tired • Headache • Loss of taste and smell • Not hungry or feeling sick • Feeling sad, worried or scared	• Some shortness of breath • Coughing up mucous • Really sore muscles and pains • Very weak and tired • Not peeing very often • Vomiting or diarrhoea • High temperature (over 38 degrees Celsius) • Shaking or shivering	• Any difficulty breathing • Chest pain • Coughing up blood • Lips or face turning blue • Feeling dizzy • Fainting or feeling like fainting • Unable to look after yourself • Confused • Can't keep your eyes open
What to do?	• Rest • Drink lots of water • Eat healthy meals • Keep taking any usual medicines	Call your GP or Nurse On-Call (1300 606 024) as soon as possible. They will advise you what to do next.	Call Triple Zero (000) and tell them you have COVID-19.

What to do if you have tested positive for COVID-19

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Who to tell

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- School or daycare of your child

What to tell them

- I've recently tested positive for COVID-19
- We spent time together so you should get tested too
- Everything you need to know is available at coronavirus.vic.gov.au/checklist-cases

Support is available – know how to access it

Food relief

If you're quarantining and don't have family or friends who can help, there is support available for food and personal care items.

Search for food charities in your area through Ask Izzy at www.askizzy.org.au

Call the Coronavirus Hotline 24/7 on 1800 675 398. Press zero (0) if you need to speak to someone in your language. Food that caters to cultural and dietary needs is available.

Financial support

If you lose income because you have to isolate you could be eligible for financial assistance. To find our what support you can get go to www.coronavirus.vic.gov.au/support or call the Coronavirus Hotline on 1800 675 398.

Mental health support

If you are feeling overwhelmed, you can get help from a Mental Health and Wellbeing Hub. These are a free and confidential service available to everyone in Victoria.

Contact the Mental Health and Wellbeing Hubs by calling 1300 375 330. Need an interpreter? Call TIS National on 131 450.

7   APPENDIX D – MANAGING COVID-19 AT HOME

For most people with COVID-19, recovering at home will be the best option for care.

7.1   Managing your symptoms

It is important to watch your symptoms and understand when you might need to get help. Use the information provided in Appendix C above to check.

7.2   How to isolate effectively at home

- **Stay in your room**
  - o If you have COVID-19 or you are required to isolate and have symptoms, you need to isolate separately from the members of your household.
  - o Stay in your room as much as possible, away from others. Use a separate bathroom if you have one. If you must share a bathroom, use gloves and clean down the areas touched after each use.
  - o Try not to enter shared areas, such as the kitchen or living room if other people in the house are using it regularly.
  - o Try not have close contact with others, including touching, kissing, and hugging, unless it is an emergency and you need help.

- **Limit numbers in the house**
  - o Limit the number of people who are staying in the household. Consider alternative places for them to stay if that is safe and possible – especially vulnerable people (e.g., elderly, immunocompromised, or people with chronic illnesses).
  - o Visitors should not be coming to the house while you and your household contacts are isolating.

- **Masks, ventilation, and hygiene matter**
  - o Keep the doors and windows open as much as possible to let fresh air blow through – if you have ceiling fans, keep them running at low speed.
  - o If you need to be in the same room as someone else at home, always wear a face mask and keep a distance of at least 1.5 metres away from other household members.
  - o Wash or sanitise your hands for at least 20 seconds after you cough, sneeze, blow your nose, or take off gloves and masks.
  - o Wipe down surfaces that you use regularly, like doorknobs to your room and bathroom.
  - o If people are leaving you meals, tell them to leave it at the door and only collect the meal once they have moved away from the area.
  - o You should not share cups, glasses, plates, utensils, towels, or bedding with others in your home.

7.3   Prepare a COVID Home Care Kit

Make sure you have the following at home –

- Simple pain / fever relief (e.g., paracetamol / ibuprofen).
- Access to drinks and non-perishable foods.
- Phone numbers easily accessible for GP and Nurse on Call (24/7 1300 606 024).
- Thermometer and oximeter.
- Rapid Antigen Test.
- Activities / toys to occupy children.