

Our COVID Safe Plan

Business name: Soap Bubbles Cleaning
 Site location: Various Homes/Businesses
 Contact person: Pasquale Genovese
 Contact person phone: 0478930193
 Date prepared: 20/07/2021

Guidance	Action to migrate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering a building or other location at the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p>All cleaners are supplied with hand sanitiser and are required to sanitise before entering all environments. Cleaners are required to wash hands thoroughly before and after services. Gloves and masks are to be worn during all cleans.</p>
<p>Where possible: enhance airflow by opening windows and/or adjusting air conditioning.</p>	<p>When entering a premises, the cleaner will ask the homeowner if it's ok to open doors and windows.</p>
<p>In all areas or workplaces ensure employees wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to employees that do not have their own.</p>	<p>All staff are required to wear PPE (masks and gloves) on all jobs.</p>
<p>Provide training to employees on the correct use and disposal of face coverings, other PPE, on good</p>	<p>When onboarding new team members they are provided COVID-safe training as specified by DHHS.</p>

hygiene practices and slowing the spread of coronavirus (COVID-19).	
Replace high-touch communal items with alternatives.	n/a

Cleaning	
Increase environmental cleaning, including between changes of shift and ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	n/a
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	We do not work in the same place daily but all cleaners are supplied with disinfectant and cleaning products and supplies.

Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	All office staff work at home. Cleaning staff are required to work away from home.
Establish a system that ensures staff members are not working across multiple settings/work sites.	For recurring essential cleans, the same cleaner is used at the same site.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Cleaners are required to provide weekly COVID-test. Before leaving home, cleaners are required to provide a temperature screening.

Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	n/a
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of employees.	n/a
Modify the alignment of workstations so that employees do not face one another.	n/a
Minimise the build-up of employees waiting to enter and exit the workplace.	n/a
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Cleaners are provided regular advice about social distancing between themselves and customers.
Review delivery protocols to limit contact between delivery drivers and staff.	n/a
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	n/a

Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	n/a
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Record keeping	Client address and COVID results are recorded for contact tracing.
Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.	All cleaners are logged in our booking system for immediate contact tracing.
Provide guidance to employees on the effective use of the workplace OHS reporting system.	Cleaners are advised to contact the office via phone immediately if there are any OHS issues

Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Continuity plan in place in the event of COVID positive staff or clients.
Prepare to assist DHHS by providing employee and visitor records to support contact tracing.	COVID tracking available via booking system.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the	n/a

workplace or parts of the workplace must be closed.	
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	Procedure is in place. Cleaners are immediately sent home and advised to follow DHHS guidelines re-COVID testing and quarantine. If a positive result is returned clients are contacted through COVID tracking procedures.
Prepare to notify the workforce and site visitors of a confirmed or suspected case.	Procedure in place.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Procedure in place.
Confirm that your workplace can safely re- open and workers can return to work.	Procedure in place.

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

Signed 

Name Pasquale Genovese

Date 20/07/2021