

3 RPC fm 99.3

Covid 19 Health and Safety Plan

Approved by Committee 8 September 2020

'Introduction

This plan has been prepared as a response to the current stage 3 restrictions announced by the State Government. The plan has been devised to minimise the risk to presenters at 3RPC. The plan sets out requirements for presenters and the various matters must be complied with. The plan will be reviewed from time to time and presenters will be advised accordingly. As a general rule use the precautionary approach to avoid risk to yourself and others.

Risk Management

The plan attempts to minimise risk to presenters and the following points are relevant:

- You **must** wear a Face Covering to and from the studio building.
- You **must** apply hand sanitizer on arriving and leaving the building.
- You **must** clean the studio and wipe contact surfaces before you use it.
- You must use a well wrung damp cloth with a spot of detergent to wipe surfaces. Do not use hand sanitiser as it dissolves the paint.
- You **must** wear a Face Covering within the studio area. Some exemptions do apply. Lawful excuses or exceptions for not wearing a face-covering include face covering are not required in some circumstances including persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting. (Source: <https://www.dhhs.vic.gov.au/face-coverings-covid-19>)
- You **must** use the opposite studio at start up.
- You **must** wash your hands frequently.
- You **must** wipe touched surfaces such as panel, mic, buttons, handles, pens, switches and the like.
- You **must** read and understand the various notices posted in the building.
- You **must** observe social distancing of at least 1.5 metres.
- You **must** leave home as little as possible and as set out in the Government guidelines.
- You **must** let the Chair or Volunteer Station Manager know if any risk factor becomes apparent to you such as if you or someone you know has contact with someone tested positive.

What You Must Do in the following circumstances

If you are not well call the Volunteer Station Manager or Chair to arrange to set up your program. **Do not** attend the studio.

If you are not well and have flu or cold like symptoms get tested at the hospital fever clinic and self-isolate as directed by the hospital. Advise the Volunteer Station Manager or Chair accordingly.

If you have been in contact with someone who has tested positive advise the Volunteer Station Manager or Chair accordingly. Confidentiality will apply to protect privacy.

If a presenter wants time off the presenter must advise the Volunteer Station Manager or Chair accordingly. Programs will be held for a reasonable amount of time, after we revert back to Stage 2.5 or lower for a period of two weeks, after that it is a free for all on that time slot. No presenters' fees will apply during that period if you take time off

Face Covering

Face Covering must be worn coming and going to the studio building. You may present without a Face Covering however you must observe a safe distance of more than 1.5 metres between yourself and another person.

Single use Face Covering should be disposed of responsibly.

Avoid touching your Face Covering and if you do sanitize your hands or wash them.

Cleaning

The studio and items touched must be cleaned and wiped at the start and end of a program. Items to be wiped include:

- Door handles.
- Switches.
- Panel.
- Mic.
- Desk.
- Phone.
- Pens.
- Kitchen items used such as Jug, fridge door handle, light switch, etc etc.
- Toilet items used such as, taps, buttons seat etc etc.

Cleaning items are in the kitchen and there are signs in the building about some procedures. If you are unsure ask someone.

The usual cleaning regime will continue, and it is expected that presenters will share the load.

Notification

It is a requirement that presenters notify the Volunteer Station Manager or Chair of any relevant matters that may affect the safety of others.

All visitations of others must be discouraged however it is a requirement that visitor details be recorded in the form who, when and mobile number.

If you are not well

You **must** stay at home and seek medical assistance which may include testing at the hospital fever clinic.

If you have been in contact with someone who has tested positive

You **must** stay at home and seek medical assistance which may include testing at the hospital fever clinic.

What the Station will do

Communally used items such as cups, glasses, tea towels, towels and the like will be removed from the building to reduce the chance of cross contamination. Single use paper towels will be provided.

The station management will respect your privacy and follow up on any concerns and advise you of the outcome.

The risk situation will be monitored daily and presenters will be advised via the notice board of any relevant updates.

If any presenter tests positive the management will arrange a station closure and relevant notifications. A deep clean will be arranged and the Committee will consider the relevant length of closure and use of Razy for programs. That decision will be based on expert advice from the Hospital and Covid Hotline.

It is critical for presenters to advise the Chair or Volunteer Station Manager of any potential contact with positive tested persons and it is important for the management to know if that contact occurred before or after attending the station.

Stay Safe and observe all relevant Government Guidelines.