



Shire of Menzies

COVID-Safe Plan

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1. INTRODUCTION

This plan has been prepared by the Shire of Menzies.

Amendment List

Amendments to this plan will be issued periodically as Shire of Menzies responds to the requirements set out by the Western Australian Government to control the spread of COVID-19 in workplaces.

Version	Date	By Whom	Description of Change
1.0	27/01/2022	John Warner	Plan finalised

Distribution list

Date	Business Unit	Person
28/01/2022	All Staff	Shire of Menzies/public website, managers/leaders

Objective

The COVID-Safe Plan has been designed to protect our community, workers, customers and visitors that come to Menzies, from the spread of COVID-19 and to demonstrate how Council meets the requirements set out by the Western Australian Government.

The COVID-Safe Plan outlines:

- Actions required to mitigate the introduction of COVID-19 into the Shire of Menzies.
- The process in place to prepare and respond to, a suspected or confirmed case of COVID-19 in the shire
- The level of face-covering or personal protective equipment (PPE) required for our workforce.
- The process Council have in place to keep records of all staff, contractors and visitors that attend Council workplaces.

The Shire of Menzies CEO has the responsibility and authorisation to implement, monitor, test, review and update the COVID-Safe Plan and the supporting process involved as required.

Scope

This plan outlines the procedures to mitigate the introduction of COVID-19 into community and Council workplaces during restrictions set out by the Western Australian Government for all staff, contractors, visitors and the community that attend a Council workplace.

This COVID-Safe Plan covers all Council workplaces where Council staff are located and the Shire of Menzies.

Communication

The following methods of communication have been used to provide ongoing information and training to all staff, contractors, and visitors regarding COVID-19:

Method	Responsible Officer	Audience
Shire of Menzies Council Website	Executive Officer	Public access
Shire of Menzies Council Facebook, 'Menzies Matters' monthly magazine, YouTube, Instagram, LinkedIn and Twitter feeds	Executive Officer	Public access
COVID-19 posters	Safety Officer	Public access
CEO Newsletter	CEO/Executive Officer	All Staff
Managers Meeting	CEO	CEO and Senior Managers.

Shire of Menzies Council, [Menzies Website](#), provides further information on the following areas with regard to the COVID-19 pandemic:

- General information about COVID-19
- Physical Health and Wellbeing of staff
- Working Remotely
- Information Technology
- Employment
- Leave Options
- Financial Wellbeing
- Information for the Community
- General information and resources

For further information regarding the current restrictions please refer to the [Western Australian Department of Health](#).

2. MINIMISING RISK MEASURES

Procedure for Business as usual

Demonstrating vaccination status using SecureWA, SafeWA or paper copy along with photo ID as well as using QR or sign in the contacts log sheet when visiting commercial locations (Shire Admin, Pub, Shop, Caravan Park, etc).

Procedure for a notified case of COVID in Menzies / Goldfields Region

Use of masks, social distancing of 1.5 metres, 2m² personal space rule and regular thorough handwashing, cleaning of surfaces (COVID-Safe protocols), as described in the WA Health directives.

Shire Administration

Doors are to be closed & locked with all enquires directed (phone transferred) to the Menzies CRC (Community Resource Centre). Personnel will complete their normal work duties as long as they don't have any contact with other non-shire personnel or anyone confirmed a positive COVID-19 infectious. In a lockdown situation – all persons wear a mask.

Menzies CRC

To be kept open using COVID-Safe contact with the public. All shire enquires will be redirected (phone transferred) to the CRC.

- The hours will be 08:30 until 17:00 on Mon – Fri.
- The CRC staff will be on a rotational basis – to be determined and conveyed to staff by CFO.
- The CRC staff will be required to wipe down all surfaces, with disinfectant wipes, that any visitors would be likely to touch e.g. door handles, counter displays, etc. This is to be carried out every hour (if visitors around) or when a visitor leaves the CRC.
- All doors to restricted areas are to be closed & locked e.g. kitchen, store rooms, etc.
- The Shire cleaner should be using disinfectant wipes to clean & service the CRC public & staff toilets.
- Masks are to be worn while in the CRC and when dealing with the public.

Shire Depot

All gates are to be closed & locked along with the side gate between admin and the Depot area, with all enquires directed the Works Manager. Only those persons authorised by the Works Manager may enter the Depot.

Caravan Park

Business as usual but only authorised persons should be allowed to stay in the caravan Park. They will need to adhere to the WA mandated COVID-Safe protocols.

Long Term residents

There are 4 persons who are considered Long Term stayers. In the case of a lockdown - To assist with COVID-Safe protocol, they can use the following facilities

- Tenant A – to use the Ablution Block B Female facilities – code operated keypad.
- Tenant B - to use the Ablution Block B Ambulant facilities – key operated lock – key supplied.
- Tenant C – to use the Ablution Block B Male facilities – code operated keypad
- Residents will be responsible for cleaning their own ablution block

Short Term residents

There are a few persons who are considered Short Term or indeterminate stayers. In the situation of a lockdown, only the long-term stayers will be allowed to utilise the Caravan Park. Short term will have to evacuate elsewhere. To assist with COVID-Safe protocol, they can use the following facilities (keeping in mind that each person should only use a specific toilet/shower to minimise possible cross contamination in the facilities):

- All males – to use the Ablution Block A Male facilities.
- All females – to use the Ablution Block A Female facilities.
- Persons with disabilities - to use the Ablution Block A Ambulant facilities.
- These users will be responsible for cleaning their own ablution block

Shire Rental / Short stay properties

Currently there are accommodation properties which could be rented out for short stay visitors. These might be used as an isolation accommodation if required.

- Caravan Park – Cabin A – Self-contained with toilet and shower facilities. Minimal cross contamination.
- Caravan Park – Cabin B – Self-contained with toilet and shower facilities. Minimal cross contamination.
- Caravan Park – 29A Shenton Street – Self-contained with toilet and shower facilities. Minimal cross contamination.

Procedure for Menzies / Goldfields Region in a Lockdown situation

As above (Procedure for notified case of COVID in Menzies / Goldfields Region section).

Shire Administration

All administration staff will be working on a rotational basis at home and the administration. This will be determined by the CEO/CFO and conveyed to staff. Masks will be worn and all COVID-Safe protocols must be practiced/enforced.

Shire Depot

The gate is to be closed & locked along with the side gate between admin and the Depot area, with all enquires for entry directed to the Works Manager. Only those persons authorised by the Works Manager may enter the Depot or carry out any work. Masks must be worn and all COVID-Safe protocols must be practiced/enforced.

- The Works staff will be on a rotational basis for attending to the Shire essential work requirements. This will be determined and conveyed to the staff by the Works Manager.

CRC / Lady Shenton

This will be the only access point for the public. Before entering this location:

- All visitors must be fully vaccinated to enter the building and should proof of their vaccination status by using SecureWA, SafeWA or paper copy along with a photo ID.
- All visitors must log in to the Health WA website using the QR or write up the log sheet for visitors.
- Before entering the building – all visitors (over 12yo) must put on a suitable mask.

Procedure for visitors from Perth/Peel/South-West regions or regions in lockdown

The visitors are to wear a mask when in Menzies but while away from their Menzies residence for at least 14 days after arriving in Menzies.

3. SUSPECTED OR CONFIRMED COVID-19 CASE

Suspect / Confirmed Case of COVID-19 in a Council facility procedure

In the event of a suspected/confirmed COVID case, the council building will be closed for deep cleaning and staff may be sent home to isolate for up to 14 days and if possible, work from home. CEO/CFO to provide directives in regard to this situation.

As soon as any staff, contractor, visitor or volunteer (COVID-person) becomes aware there has been exposure to a confirmed case of COVID-19 in any Council facility, they are to advise their supervisor who will advise the Shire Representative - CEO, CFO, Senior Manager or Safety Officer immediately. The COVID-person will go into self-isolation unless otherwise informed by WA-Health.

In the event of a confirmed case in the township of Menzies, please advise the Shire Representative - CEO / CFO / Senior Manager or the Safety Officer immediately.

The Shire representative will advise the CEO who will then advise the COVID hotline ([Call the coronavirus \(COVID-19\) information helpline on 13 COVID - 13 26843](#)). The Shire representative will take directives from the CEO.

The Shire representative will try to identify any contacts of the 'COVID-person' using COVID-Safe protocols and advise WA Health / CEO.

The COVID-person contacts will also go into isolation as well the COVID-person for 14 days but the WA Health Department will advise the contacts of this.

Council's approved cleaning protocol may be carried out by the shire cleaner upon a request from the CEO.

Shire of Menzies Council Business Continuity Plan

Shire of Menzies Business Continuity Plan details critical services and levels of activation regarding a pandemic or any business interruption as follows.

Menzies Hotel / Shop

Initially, the Menzies Hotel will be closed, the shop will only be serving people from the side door of the Hotel where COVID-Safe dispensing of goods will happen. There will be a table / counter in front of the door – stopping anyone from going into the shop. The required goods are to be requested from the shop employee who will collect the goods and bring them to the table. Only the Shop Employee is allowed in the shop – no one else, without express permission, is to go into the shop. All goods, payments, etc will be attended to at the table.

If Menzies Hotel / Shop – is classified as a hot spot.

If the Shop Owner / Employee goes into isolation, then the Shire will arrange for food orders/supplies to be purchased and brought to Menzies for the hotel employee and the community who rely upon the shop for supplies.

4. PREPARE FOR POSSIBLE ISOLATION AS A CLOSE CONTACT / COVID-19 POSITIVE

Isolation advised - Close contact

When advised to isolate as you are considered a close contact with a person/s who have contracted COVID-19, you must go into isolation for 14 days. This means no contact with anyone else until the isolation period has been completed. Advise the Shire and arrangements will be made to provide food and medication for yourself – if required. The section, a couple paragraphs below, outlines the food ordering process.

Isolation advised - Catching COVID-19

When advised to isolate because you have tested POSITIVE to COVID-19, you must go into isolation for 14 days (WA Health Department to advise). Advise the Shire and arrangements will be made to provide food and medication for yourself - if required. The food ordering process is described below - next paragraph.

Requesting Food / Supplies

- Have sufficient supplies of food/medications for at least two weeks.
- The shire's preference is that you order online for a pickup from Woolworths or Coles. Pay for your order then. The food should be ordered at least 2 days ahead of an intended pickup which the shire will advise of the day and the time, usually from 10:30 until 14:30.
- Any request for food/supplies will need to be phoned through to the shire Admin office which will be manned from 08:30 – 17:00 (Mon – Fri). The shire will confirm the pickup days for food/supplies orders which will be restricted to Mon – Fri.

Any food delivery will be up to two days later, in the afternoon of the second day at the latest. Payment for the requested food and supplies will have to be arranged before pickup/delivery unless ordered online.

The requested order details need to include:

- The person requesting the food/supplies.
- The number of people that the supplies are for (please advise the shire of the persons – to make sure that all Menzies community persons are covered).
- The delivery address for the supplies.
 - Item 1. Details with quantity.
 - Item 2. Repeat until the list is finished

5. ESSENTIAL SERVICES

The Shire will manage the following essential services for Menzies & Kookynie garbage collection will remain on the same.

Community Resource Centre (CRC) / Post Office

Menzies & Kookynie

Manning the Menzies CRC/PO will remain the same on normal workdays, weekdays excepting public holidays, with the shire workers maintaining COVID-19 Safe protocols.

Tjuntjuntjara

The Tjuntjuntjara township will be using their own COVID-19 Safe protocols.

Garbage Collection

Menzies & Kookynie

The Menzies and Kookynie garbage collection will remain on the same days as normal with the shire workers maintaining COVID-19 Safe protocols. There are three persons experienced in the garbage collection route.

Tjuntjuntjara

The Tjuntjuntjara township will be using their own COVID-19 Safe protocols.

Road Maintenance

Menzies

Road maintenance will continue with the grader operator maintaining COVID-Safe protocols at times when needed. The works department will ensure that re-supplying the grader operations will be completed using COVID-Safe protocols.

6. HYGIENE

Unwell

Staff that feel unwell are not permitted to enter a Council workplace. Staff displaying the following symptoms are required to undergo COVID-19 testing (RATs testing) and isolate as per state restrictions:

- fever
- chills
- sore throat
- cough
- runny nose
- loss of sense of smell

Staff may work from home while they are isolating if they feel well but must advise their respective manager. If staff are unable to perform their work from home, they are required to take personal/sick leave during this period. Staff **must not** come back into a Council workplace when they have been advised to isolate.

Staff must advise their respective manager if they required to isolate – do not come to work, phone your manager. Rapid antigen tests (RATs) will be made available to Employees if they feel sick with one of the symptoms. These tests are generally best performed within the first 7 days from when symptoms first appear. They are not as accurate if you do not have symptoms and can produce false negative or false positive results. Most tests produce a result within 10-20 minutes

High Risk/Vulnerable Workers

People with chronic conditions or compromised immune systems may be at greater risk of more serious illness if they are infected with COVID-19. Staff are encouraged to discuss any concerns they have regarding high risk/vulnerability with their manager before returning to a Council workplace.

Hand Sanitiser Stations

Hand sanitiser stations have been installed across Council workplaces.

Hand soap, sanitiser and wipes have been distributed throughout each workplace. For restocking please contact: Antonio Giometti cfo@menzies.wa.gov.au.

Air Flow and Air Conditioning

When facilities are occupied at a level that is at or nearing the maximum allowable occupancy consideration will be given to providing additional rates of fresh air by:

- increasing fresh air intake through heating ventilation and air conditioning systems, and/or
- opening windows in facilities where these options are available.

Consultation with Council's management is to occur in relation to these adjustments.

Face Masks

Facemasks are not mandatory, at present, in public indoor settings including council facilities except when you are unable to stay further than 1.5 metres away from people that do not live in your house. Facemasks are still required indoors in certain high-risk settings across Western Australian identified below.

All Shire of Menzies Council employees are required to carry a face mask and are encouraged to wear it when they are unable to maintain 1.5 metres distance from another person.

The following applies to all employees working in a Shire of Menzies Council workplace:

- Facemasks may be worn when using public transport, visiting hospitals or care facilities. For further information on high-risk areas required to wear a facemask visit [When to wear a face mask](#)

Please read the following [face mask guide for employees](#) for instruction and guidance from the WA Government on how to correctly fit, use and dispose of PPE.

For further information regarding face masks or for obtaining a face mask please contact Antonio Giometti cfo@menzies.wa.gov.au.

Temperature Screening

Temperature checks alone will not tell you whether a person has COVID-19, it will only identify a symptom. It is therefore important to ensure other known controls are always in place including good hygiene measures, physical distancing, workplace cleaning and personal protective equipment (PPE). If a person is displaying any symptom of COVID-19, they must not come into a Council workplace.

For further information or instruction on the temperature screening requirements please refer to the following [temperature screening guide](#).

7. CLEANING

Cleaning Schedule

The shire cleaner is employed to clean Council workplaces. All Council workplaces receive regular cleaning as per COVID-19 guidelines. Please refer to [How to clean and disinfect your workplace](#) as an overarching document for the cleaning regime for individual Council workplaces.

In the event of a confirmed COVID-19 case the cleaner will be contracted to undertake a full deep clean of any Council facility required.

Cleaning Products

For restocking of any of the following items please contact: John Warner - Safety Officer (works.admin@menzies.wa.gov.au).

- facemasks
 - disposable or surgical mask
 - Reusable or Cloth types with triple layer with elastic or string for tying.
 - N95 / P2 type filter
- Sanitiser gel – handwash
- Handwash soap
- Alcohol wipes

To organise a building clean or for other cleaning products please contact: [How to clean and disinfect your workplace](#)

8. PHYSICAL DISTANCE AND LIMITING WORKPLACE ATTENDANCE

Mandatory Vaccination

Shire of Menzies Council confirms, with respect to all its employees involved in its provision of services to the community, that Shire of Menzies Council complies with the COVID-19 Mandatory Vaccination (Workers) Directions issued by Western Australian's Chief Health Officer.

Prove of Vaccination

Certain venues & facilities around the shire and Western Australia will require proof of identity and vaccination before entering the venue & facility. The use of the Service WA app will make this easier.

[Media statements - Proof of vaccination to be expanded State-wide from January 31](#)

Working from Home

[COVID-19 Working from home guidelines](#)

In line with [current restrictions](#) set out by the Western Australian Government, Western Australian is moving through its roadmap to deliver the National Plan. Office based and on-site workers are to continue to work from home where they can, however fully vaccinated employees (only) can return to the office on their allocated days plus a third optional day. Facemasks are no longer required to be worn indoors except under some high-risk circumstances (please refer to [facemasks](#) for further guidance).

Different teams and roles may have different requirements to be in the office and available for the community. It is a feature of the diversity of services we provide at Shire of Menzies Council that not everyone will have the same choices when it comes returning to work after a COVID-19 incident. This means that for the [aspects of your role that are not required to be performed on site](#) (either at an office or in the field) you have the option to work from home if you wish. Your manager/ supervisor might also wish to bring the team together for activities from time to time.

In line with working from our workplace and home, see your manager to ascertain what can be arranged. We have to be conscious to meet the expectations and needs of our customers and the community.

On the days you are scheduled to work from home, please discuss with your Manager what work will be completed in a safe working environment, to ensure you have achievable objectives.

If you are working from home, please note that you will still need to remain contactable and productive. Working from home is not a replacement for your caring responsibilities and arrangements. You may need to consider other working options, for example outside of normal hours.

Strive to complete your work within our standard spread of operating hours of 7.00am – 7.00pm (or 6.00am to 6.00pm for Operations staff) in accordance with Part 6 of the [Local Government Officers' \(Western Australia\) Award 2021](#). If your caring responsibilities do not allow you to perform your duties within our standard spread of operating hours and you feel you need to work outside of these hours (to fulfil your contractual obligations), you must seek the approval of your Supervisor prior to commencing. If, by mutual agreement, you work outside of our standard operating hours, you will not attract penalty rates. Please refer to Part 6 of the [Local Government Officers' \(Western Australia\) Award 2021](#).

Any, and all, working from home situations can be reviewed at any time by Council and if required, can be revoked, or reviewed (as per the guidelines) by Council.

Guidelines for [workplace ergonomics](#).

Working outside of home restrictions

On the days you are scheduled to work inside a Council workplace or away from your home please ensure the following principles are met:

- When working away from home staff must comply with covid-19 restrictions and the directions contained with this plan at all times.
- All signage and instructions within Council workplaces must be complied with at all times.

Practicing good hygiene and maintaining 1.5 metres distance where practical are all a part of the requirements, we have in place to protect each other. In the current environment there cannot be any tolerance for staff not following the requirements we have set out. If you are unsure or need direction, please speak to your supervisor.

Procedure for attending a Council workplace

Staff that attend a Council workplace must adhere to the following guidelines:

Clear visible signage has been installed throughout Council workplaces, as required to provide guidance on the following:

- Rooms with a maximum occupancy
- QR codes, check-in and proof of vaccination requirements
- Hygiene and physical distancing requirements

Sneeze screens have been installed at selected Council workplaces to assist with mitigating the spread of COVID-19.

All deliveries to Council workplaces are to be contactless where possible.

The following [Safe Work Australia - risk assessment](#) identifies risks associated with staff attending Council workplaces and provides mitigating strategies implemented to reduce the risk.

Additional guideline for the Depot – 124 Shenton Street, Menzies Western Australian 6436

Staff who attend the depot must adhere to the following requirements:

- Work away from home in accordance with COVID-19 restrictions and the details outlined in this plan.
- Staff are required to wipe down vehicles when they enter and prior to returning the vehicle, or at the end of each day. A [Safe Work Australia - Cleaning Guide/Procedure](#) is in each vehicle for staff to follow.
- Staff are not permitted to come to work if they are ill or have any symptoms at all. Call your supervisor and inform them of what is going on.
- Follow all signage and instructions within the depot at all times.
- Staff are not permitted to enter or hang around the workshop for any reason.
- Staff must carry a facemask on them at all times and wear a facemask when required to do so. Please refer to [facemask guide](#).
- Staff must wear PPE including a facemask at all times when required to do so.
- When staff are carpooling for work purposes, they must follow the guidelines under [Carpooling](#).

Practicing good hygiene and maintaining 1.5 metres distance where practical are all a part of the requirements, we have in place to protect each other. In the current environment there cannot be any tolerance for staff not following the requirements we have set out. If you are unsure or need direction, please speak to your supervisor.

Additional guideline for Shire of Menzies Hall – 124 Shenton Street, Menzies Western Australian 6436

The Shire of Menzies Admin/CRC will be closed with communication based around phone calls, emails and operating in line with current State restrictions.

Organisations running events and the catering contractor have their own COVID-Safe Plans. Council staff are on site to monitor compliance and coordinate activities. All staff are required to follow all procedures and requirements as per this plan.

Staff, Councillors, contractors and visitors to the Shire of Menzies Hall are required to check in using the Service Western Australian QR code and show proof of vaccination status as per State guideline.

Any contractor or hirer are required to notify Council immediately if they become aware of any exposure to a confirmed COVID-19 case so that Council can activate the [confirmed case of COVID-19 in a Council facility procedure](#).

When working at the Shire, all staff are required to follow all signage, hygiene and physical distancing guidelines.

Attending or organising a face-to-face meeting or in-house consultation

In line with current restrictions set out by the Western Australian Government face-to-face meetings are permitted but please refer to the following [COVID Safe guide to meeting in person](#) for further information. All staff and guests attending on-site must be fully vaccinated.

Attending multiple Council workplaces

Staff working across multiple workplaces is to be avoided where possible. Please seek direction from your manager for guidance on any workplace bubbles that have been implemented.

Please follow the direction below at all times when required to work across multiple council workplaces:

- Work away from home in accordance with COVID-19 restrictions and the details outlined in this plan
- Ensure you have permission to attend/work from another council workplace
- View and work in accordance with the relevant quick guide for the location you are attending.
- Do not attend on site work if unwell
- Do not attend on site work unless fully vaccinated
- Check in using the Service Western Australian (ServiceWA / Safe WA) QR code which will assist with contact tracing in the event of a confirmed case of COVID-19. You will find these in the entrances of all Council facilities.
- If you visit more than one site, all other locations visited must be recorded.
- You are required to carry a facemask on you at all times and wear the facemask when required by State Government as per [State Government regulation](#)
- Practice good hygiene
- Follow all signage and instructions within the particular Council workplace you are attending at all times
- Adhere to all paths of direction marked within the workplace
- Where possible maintain 1.5 metres physical distance

Council staff working across multiple workplaces

Staff must disclose if they are working for different employers across more than one work premises to their manager. Council is maintaining a record of all staff that work on-site across multiple employers. This includes contractors and volunteers.

Council Vehicles and Pool Cars

Staff using Council vehicles or plant are to adhere to the following guidelines:

- Depot staff are required to wipe down the pool vehicle with when they enter and prior to returning the vehicle, or at the end of each day.
- [Cleaning Guide/Procedure \(Includes after a COVID-19 incident as well as cleaning\)](#) is in each vehicle for staff to follow.
- Staff are to wipe down keys prior to returning them.
- Keyboard at Civic Centre has been relocated near the IT service desk, staff that have private use vehicles are required to leave their keys on the keyboard on days when they are in the office.

Carpooling

In the event of a COVID-19 incident, Carpooling (more than one staff member in a council vehicle) is permitted. The following procedure must be followed if carpooling:

- Maximum of two people in vehicle at any time
- Passenger must sit in the back seat in order to maintain physical distancing
- All passengers to wear a facemask at all times
- Increase ventilation in the vehicle by opening windows wherever possible
- Avoid having air-conditioning on recirculate
- Staff visiting multiple locations must record the locations
- If you need to remove your mask (eating or drinking etc) you must exit the vehicle
- Refer to car cleaning guide in vehicle (wipe touchpoints including keys on entry and exit)
- Staff must check-in via QR code at any facility they attend

Community Bus

Use of the community bus is restricted.

COVID-Safe Events

All council run events will operate under the Western Australian Government COVID-Safe settings ([COVID-19 \(coronavirus\) \(healthywa.wa.gov.au\)](https://www.health.wa.gov.au/COVID-19/coronavirus)). The following event management protocols apply to events held by Council workers:

Events held indoors or outdoors at a venue

- COVID Safe settings for venue apply
- COVID check-in marshal to ensure each person who enters the event uses the ServiceWA or SafeWA QR code to check in on arrival and adheres to vaccination requirements
- Event to operate under the directions outlined in this COVID Safe plan at all times
- All contractors, stallholders, amusement providers, food traders to hold a COVID Safe plan and comply with mandatory vaccination workers direction.
- increasing fresh air intake through heating ventilation and air conditioning systems, and/or opening windows in facilities where these options are available.
- Display COVID Safe signage and provide hand sanitiser

Events held outdoors (public open space – nonexclusive use of the area and no defined border)

- Adhere to COVID Safe settings
- Prominently display QR check in and COVID Safe signage and provide hand sanitiser
- All contractors, stallholders, amusement providers, food traders to hold a COVID Safe plan, comply with mandatory vaccination workers direction and display QR code to check in customers, workers and visitors
- Event to operate under the directions outlined in this COVID Safe plan at all times

Communications for events to include 'Staying COVID Safe messaging':

- Shire of Menzies Council operate under a COVID Safe plan available on our public website
- Please do not attend if you are displaying any symptoms of illness (fever, chills, sore throat, cough, runny nose, loss of sense of smell)
- Please do not attend if you have a confirmed case of COVID-19 or have been in close contact with a confirmed case
- Please do not attend if you have been advised to isolate by the Department of Health
- Practise good hygiene (hand sanitiser will be available for use), avoid physical greetings and observe a physical distance of 1.5 metres
- Ensure you check in via QR code

For further information on running council events contact admin@menzies.wa.gov.au .

9. RECORD KEEPING

The following record keeping systems are in place to ensure Council can provide assistance to Department of Health (WA) in the event of exposure to a confirmed case of COVID-19 in a Council workplace.

QR Code System

Staff, Councillors, contractors and visitors entering a council facility are required to check in using the ServiceWA or Safe WA QR code which will assist with contact tracing in the event of a confirmed case of COVID-19. You will find these outside the entrances of all Council facilities.

Work Location Log

Staff that attend multiple Council worksites are required to log each location in a Work Location Log.

QR / Attendance Sheet

Council facilities have either a QR poster or check-in as a simple form to help staff record a visitor's or staff members first name, family name and contact phone number a hardcopy form.

COVID Check-in Marshals

Council's major public buildings and facilities may have a COVID Check-in Marshal who is responsible for ensuring each person who enters a venue uses the ServiceWA or Safe WA QR code to check in on arrival. If applicable in that setting, the check in marshal may also check vaccination status in accordance with the directions of the Chief Health Officer. The COVID Check-in Marshal can assist with check-in using the QR posters available if required.

If a person refuses to show evidence of a successful check in, the COVID Check-in Marshal has the authority to ask that person not to enter the venue. If the person does not comply with the request the COVID Check-in Marshal is not required or encouraged to enforce the refusal of entry, they are required to contact the police.

Contractors

Only approved contractors can attend a Council workplace. Contractors are required to provide documentation including the following to obtain approval:

- Safe Work Method Statements
- Licences and Qualifications
- COVID-Safe Plan
- Insurances
- Statement of compliance with COVID-19 Mandatory Vaccination (Workers) Directions

All contractors must always adhere to Council procedure including the guidelines outlined in this document whilst at a Council workplace.

Incident Reporting

All incidents/hazards and near misses are to be reported in the WHS Monitor portal or by way of an Incident Form located at all Safety Boards.