

COVIDSafe Plan

03 November 2021

Your COVIDSafe Plan

Business name: Tesseract Cyber Services Pty Ltd

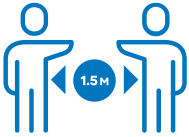
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Next review: 26/11/2021



1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. 	<ul style="list-style-type: none"> • Display signage, practise physical distancing, stagger seating so workers are 1.5m from one another. • Workers are to not shake hands or exchange physical greetings • Maintain the 1.5m distance requirements. • As per compliance with current Victorian government directions, only fully vaccinated employees may attend the office, subject to density quotients. The remaining workforce will work from home. • Provide virtual dial in options for meetings. • Rearranged and/or moved furniture in common areas to ensure physical distancing. • For staff that are required to attend a client site for special circumstances will request a copy of the client's COVID Safe Plan. 	<p>People & Culture/Management</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<ul style="list-style-type: none"> • Employees that are required on site (office) or a client site are to seek approval prior to attending the site. 	<p>Management</p>
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Identify areas that require floor marking and signage, such as kitchen areas, printer collection areas.</p>	<p>People & Culture/Management</p>

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should give training to workers on physical distancing while working and socialising. How will you do this?	<ul style="list-style-type: none">• Educating staff on strategies and work practice changes to maintain physical distancing.• Reinforcing messaging to staff that physical distancing needs to be maintained during work and during social interactions.	Management



2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p>	<ul style="list-style-type: none"> • Face masks made available at the front entrance of the office for staff and visitors required to attend the office. • Monitoring use of face coverings for workers, unless a lawful exception applies. 	<p>Management</p>
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<ul style="list-style-type: none"> • Reinforced the importance of not attending work if unwell. • Provided appropriate information on the use of face coverings and PPE to staff. • Display signage to ensure all workers adhere to current face mask requirements. 	<p>Management</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. <p>How will you do this?</p>	<ul style="list-style-type: none"> • Monitor face mask requirements and communicate changes to staff. • Currently only face masks are required indoors for office workers. 	<p>Management</p>



3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p>	<ul style="list-style-type: none"> • Adequate supplies of appropriate cleaning and disinfection products located in the office. • Increase the frequency of cleaning. Additional disinfection of surfaces, particularly high-touch surfaces. 	<p>Management</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<ul style="list-style-type: none"> • Increase the frequency of cleaning. Additional disinfection of surfaces, particularly high-touch surfaces. • Where hot desking/ shared workstations occurs, daily cleaning of surfaces will be established. 	<p>Management</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<ul style="list-style-type: none"> • Hand sanitiser located in common areas and at the end of each workstation. • Rubbish bins located under workstations and in common areas. • Adequate supplies of soap and sanitiser located in the office. • All persons are to observe personal cough and sneeze etiquette, handwashing/ sanitising. • Signage and posters regarding handwashing and cough etiquette. 	<p>Management</p>



4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p>	<ul style="list-style-type: none"> • Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers. • Appropriate signage displayed at the front of the office. Communication and reminders sent to all staff that attend the office. • For those with those without mobile phones, established a process to collect records in hard copy format. • Employees provided information about attendance records in staff meetings and via email. • Security swipe access to contact trace movements of workers and permanent visitors if confirmed COVID-19 case. 	<p>People & Culture/Management</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p>	<ul style="list-style-type: none"> • Established an effective way of quickly communicating with workers where there is or has been a confirmed case – email/phone/slack. • For all suspected or confirmed cases, the employer will inform all workers at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self- isolate at symptom onset 	<p>Manager/People & Culture</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
	and be tested as soon as reasonably practicable. <ul style="list-style-type: none">• All staff at the work premises will be notified if there is a confirmed case.	

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace <ul style="list-style-type: none"> • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. 	<ul style="list-style-type: none"> • Door access records for all staff and regular visitors with Pure Security & Seer access cards. • Established an effective way of quickly communicating with workers where there is or has been a confirmed case – email/phone/slack. • For all suspected or confirmed cases, the employer will inform all workers at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self- isolate at symptom onset and be tested as soon as reasonably practicable. • For a confirmed case, the employer will inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self- isolation. • All staff at the work premises will be notified if there is a confirmed case. • Established a process and responsibility for notifying relevant official bodies if there is a confirmed case within the business. • The business will immediately notify WorkSafe of a confirmed case: Calling the mandatory incident notification hotline and providing notification within 48 hours. • The business will comply with any directions from DHHS and WorkSafe as to closure or cleaning. • Established a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to the office. • Reopen the workplace once all required measures within the directions have been completed (approval from DHHS). 	<p>People & Culture</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<p>For applicable offices, staff advised to ensure that windows and air conditioning are set for optimum air flow at the start of each workday.</p> <p>Office ventilation currently controlled by building management.</p>	<p>Manager</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. • conduct surveillance testing. <p>How will you do this?</p>	<p>Not Applicable</p>	<p>Not Applicable</p>



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>As per guidance from the Victorian Government, there is no need to reintroduce workforce bubbles for office workers, however workers will maintain 1.5 metre physical distancing where possible.</p> <p>Managers to ensure teams are staggered across the work week and adhere to density requirements.</p>	<p>Management</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p>	<p>Employees are encouraged to continue to work from home. If employees are required to work on a client site, their manager will ensure the worker does not work across multiple sites for that specific period.</p>	<p>Manager</p>