



Shire of Dalwallinu

COVID – Safe Plan

February 2022

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1. INTRODUCTION

This plan has been prepared by the Shire of Dalwallinu.

Amendment List

Amendments to this plan will be issued periodically as the Shire of Dalwallinu 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	4/2/2022	Jean Knight	Plan finalised

Distribution List

Date	Who	How
1.0	All Staff	Internal Email
	Public	SoD website



Objective

The COVID-Safe Plan has been designed to protect our community, workers, customers and visitors that come to Dalwallinu, from the spread of COVID-19 and to demonstrate how the Shire 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 Dalwallinu;
- The process in place to prepare and respond to, a suspected or confirmed case of COVID-19 in the Shire buildings and facilities;
- The level of face covering or personal protective equipment (PPE) required for our workforce;
- The process the Shire has in place to keep records of all staff, contractors and visitors that attend Shire workplaces.

The Shire of Dalwallinu Chief Executive Officer has the responsibility and authorisation to implement, monitor, 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 the community and Shire workplaces during restrictions set out by the Western Australian Government for all staff, contractors, visitors and the community that attend a Shire workplace.

This COVID-Safe Plan covers all Shire workplaces and facilities.

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 Dalwallinu website	Executive Assistant	Public
Shire of Dalwallinu Facebook	Chief Executive Officer	Public
COVID-19 Posters	Executive Assistant	Public
Shire Newsletter	Chief Executive Officer/Executive Assistant	Public
Senior Management Team Meeting	Chief Executive Officer	CEO & Senior Managers
Email	Chief Executive Officer	Shire Employees

The Shire of Dalwallinu website, provides further information, with links to State Government information and resources.



2. MINIMISING RISK MEASURES

2.1 Procedure for Business as Usual

Demonstrating vaccination status using ServiceWA, SafeWA or paper copy along with Photo ID as well as using QR codes or sign in contact registers when visiting commercial locations within the Shire of Dalwallinu.

2.2 Procedure for a notified case of COVID in Dalwallinu

Shire Administration

Employees will undertake their normal work duties as long as they don't have any contact with a confirmed COVID-19 positive person.

Face to face meetings are to be limited. Use of electronic meetings is encouraged.

Wearing of masks will be as directed by the State Government.

Shire Depot

Employees will undertake their normal work duties as long as they don't have any contact with a confirmed COVID-19 positive person.

Wearing of masks will be as directed by the State Government.

Dalwallinu Discovery Centre

Employees will undertake their normal work duties as long as they don't have any contact with a confirmed COVID-19 positive person.

Wearing of masks will be as directed by the State Government.

Dalwallinu Aquatic Centre

Employees will undertake their normal work duties as long as they don't have any contact with a confirmed COVID-19 positive person.

Wearing of masks will be as directed by the State Government.

Cleaners

Employees will undertake their normal work duties as long as they don't have any contact with a confirmed COVID-19 positive person.

Wearing of masks will be as directed by the State Government.

2.3 Procedure for a Lockdown Situation in Dalwallinu

Shire Administration

Shire Administration Centre will be closed to the public. The Office will be contactable by phone and email.



Admin Centre Staffing:

- Chief Executive Officer
- Manager Planning & Development
- Manager Works & Services
- Admin Officer

Remaining administration staff will be working on a rotational basis at home and the office. This will be determined by the CEO/MCS and conveyed to staff.

No face to face meetings will be conducted. All meetings will be by electronic means.

Wearing of masks will be as directed by the State Government.

Shire Depot

The gate is to be closed and locked with all enquiries for entry from the public to be directed to the Works Supervisor.

Employees will be working in teams with staggered commencement times.

Works Supervisor and Manager Works & Services are not to have face to face contact to minimise the risk. Communication is to be by phone/email.

Outside Crew to be made up of 3 crews.

Works Supervisor to commence earlier than other employees and leave pre-start information on kitchen table and not be in the depot when the crews commence each day. Staff are not to enter the WS office.

Wearing of masks will be as directed by the State Government.

Dalwallinu Discovery Centre

The Discovery Centre will be closed to the public. The Centre will be contactable by phone and email.

No face to face meetings will be conducted. All meetings will be by electronic means.

Wearing of masks will be as directed by the State Government.

Dalwallinu Aquatic Centre

The Aquatic Centre will be closed to the public.

Employee may be rostered elsewhere.

Cleaners

Cleaning rosters will be amended to reflect closed facilities and increased cleaning in other facilities.

Elected Members

All meetings will be by electronic means only.



2.4 Procedure for a Confirmed Covid-19 Case of an Employee

In the event of an employee being confirmed Covid-19 positive, the Chief Executive Officer will advise the COVID hotline on 1326843.

Shire Administration

In the event of a confirmed COVID-19 case, the Admin Centre will be closed for deep cleaning and staff may be sent home to isolate for the required time (please check **wa.gov.au** website for updated timeframes) and if possible, work from home. CEO/MCS to provide directives in regard to this situation.

Staff will be required to adhere to the following protocols:

https://www.wa.gov.au/system/files/2022-01/COVID-19_testing_and_isolation_guide.pdf

See Appendix A for hard copies of the following protocols:

- I have tested positive for Covid
- I am a close contact and have no symptoms
- I am a close contact and a critical worker
- I am a close contact who develops symptoms
- I am not a close contact and I have symptoms

If an employee has no symptoms they may return to their normal duties.

Shire Depot

In the event of a confirmed COVID-19 case, the Shire Depot will be closed for deep cleaning and staff may be sent home to isolate for the required time (please check **wa.gov.au** website for updated timeframes). CEO/MWS to provide directives in regard to this situation.

Staff will be required to adhere to the following protocols:

https://www.wa.gov.au/system/files/2022-01/COVID-19_testing_and_isolation_guide.pdf

See documents from Page 10 onwards for hard copies of the following protocols:

- I have tested positive for Covid
- I am a close contact and have no symptoms
- I am a close contact and a critical worker
- I am a close contact who develops symptoms
- I am not a close contact and I have symptoms

If an employee has no symptoms they may return to their normal duties.

Works Supervisor and Manager Works & Services are not to have face to face contact to minimise the risk. Communication is to be by phone/email.

Outside Crew to be made up of 3 crews.

Works Supervisor to commence earlier than other employees and leave pre-start information on kitchen table and not be in the depot when the crews commence each day. Staff are not to enter the WS office.



Dalwallinu Discovery Centre

As per Shire Administration process.

Dalwallinu Aquatic Centre

In the event that the Manager contracts Covid-19, the Dalwallinu Aquatic Centre is to be closed unless another qualified Manager can be found. Closure to be communicated in relevant channels to the community.

Cleaners

In the event that the Shire Cleaners contract Covid-19, alternate Cleaners will need to be sourced from existing workforce.

Staff will be required to adhere to the following protocols:

https://www.wa.gov.au/system/files/2022-01/COVID-19_testing_and_isolation_guide.pdf

See documents from Page 10 onwards for hard copies of the following protocols:

- I have tested positive for Covid
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- I am not a close contact and I have symptoms

If an employee has no symptoms they may return to their normal duties.

2.5 Procedure for a **Confirmed Covid-19** in a **Public Shire facility**

The affected facility will be closed until further notice to enable a deep clean to be undertaken.

Dalwallinu Gymnasium

Contact register and Salto system to be checked so members can be advised to monitor symptoms.

Shire Administration Centre

Contact register to be checked so visitors can be advised to monitor symptoms.

Dalwallinu Discovery Centre

Contact register to be checked so visitors can be advised to monitor symptoms.

Other tenants of the DDC to be advised.



3. HYGIENE

3.1 Unwell

Staff that are unwell are not permitted to enter a Shire workplace. Staff displaying the following symptoms are required to undergo Covid-19 testing (RAT) and isolate as per State Government restrictions:

- Fever
- Chills
- Sore Throat
- Cough
- Runny Nose
- Loss of sense of smell

Staff may work from home (if possible) while they are isolating.

Staff must advise their Managers if they are required to isolate – do not come to work, please phone/email your Manager. Rapid Antigen Tests (RAT) will be made available to employees (subject to availability) if they feel sick with one of the above symptoms. These tests are generally best performed within the first seven (7) days from when symptoms first appear.

3.2 High Risk/Vulnerable Workers

Staff 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 with their Manager before returning to the Shire workplace.

3.3 Hand Sanitiser Stations

Hand sanitisers are made available across all Shire workplaces.

For restocking please contact Sheree Sundstrom.

3.4 Face Masks

Refer to link below for latest face masks requirements.

<https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-what-you-can-and-cant-do#wearmasks>

Disposable face masks are provided for all Shire of Dalwallinu employees.

3.5 Car Pooling

In the event of a Covid-19 incident, carpooling (more than one staff member in a vehicle) is permitted.

The following procedure must be followed if carpooling:

- Maximum of two (2) people in vehicle at any time
- All passengers to wear a facemask at all times
- Increase ventilation in the vehicle by opening windows wherever possible
- If you need to remove your mask to eat or drink, you must exit the vehicle
- Refer to car cleaning guide



4. CLEANING

The Shire cleaner is employed to clean Shire workplaces. All Shire workplaces receive regular cleaning.

In the event of a confirmed Covid-19 case the cleaner will undertake a full deep clean of the Shire facility.

Staff will be provided with surface wipes and are encouraged to wipe down their desks, phones and keyboards on a regular basis. Additional cleaning products are available on request. This should be done a minimum of three (3) times per day.

4.1 Car Cleaning Guide

When using a Shire vehicle, the vehicle is to be cleaned on entry and exit. All handles, steering wheel, keys, and seats are to be wiped clean. Surface wipes will be provided in all Shire vehicles.

5. RECORD KEEPING

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

QR Code System

Staff, Councillors, Contractors and visitors entering a Shire facility are required to check in using the ServiceWA or Safe WA QR code. You will find these at all entrances to Shire facilities.

Attendance Register

Staff, Councillors, Contractors and visitors entering a Shire facility are required to complete the attendance register if they are not using the ServiceWA or Safe WA QR code. You will find these at all entrances to Shire facilities.

To ensure that you are kept abreast of all State Government directions please check their website by clicking the following link:

<https://www.wa.gov.au/government/covid-19-coronavirus>

