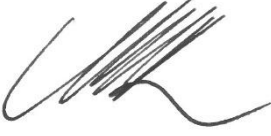


COVID Safe plan

Business Name:	<u>Canberra Legacy</u>
Site Location:	Legacy House, 33 Geils Ct, Deakin ACT 2600
Contact Person:	Peter Thomson
Version Issue:	Version 4
Date updated:	10 Jan 2022
Review Date:	To be determined, rolling review as required and requested.
Board Approval:	Approved by President and Secretary
Signature:	

Canberra Legacy COVID Safe Strategies

1. Come to Legacy House Free of Illness
2. Physical Distancing
3. Face Coverings
4. Personal Hygiene
5. Increased Cleaning
6. Check in CBR
7. Work Arrangements
8. Vaccinations

Introduction

The health, safety and wellbeing of the Canberra Legacy members, beneficiaries and staff is the highest priority.

Canberra Legacy COVIDsafe plan is subject to expert advice, testing, and community transmission rates. This plan will be reviewed as required based on testing and community transmission rates and of COVID-19 and it adheres to the advice of ACT Health.

The plan outlines a risk-managed approach to return to in-person administrative and service delivery operations of Canberra Legacy. This plan complies and aligns to the ACT Government restrictions, as of 12 noon Saturday 8 January 2022.

If you have any questions, queries, or concerns, please direct them to Steve or Peter via executive@canberralegacy.com.au or call (02) 6285 1800.

References / Resources

- [3-step framework for a COVIDsafe Australia.](#)
- [National Plan to transition Australia's National COVID-19 Response.](#)
- [COVID-19 information for workplaces.](#)
- [Key considerations for undertaking a risk assessment - COVID-19.](#)
- [Template and example COVID-19 risk register.](#)
- [Workplace Checklist - COVID-19.](#)
- [covid19.act.gov.au/home.](https://covid19.act.gov.au/home)
- [COVID-19 How to get proof of vaccination.](#)
- [Check In CBR App.](#)
- [Face mask requirements](#)
- [NSW.gov.au/covid-19](https://nsw.gov.au/covid-19)
- [Summary of Current Restrictions ACT Government](#)

Legacy House capacity

ROOM NAME	4 PAX PER SQUARE METRE	2 PAX PER SQ. METRE
BOARD ROOM	8	16
MAIN HALL	34	69
ENTRY	4	8
STAGE SPACE	7	14
WELFARE OFFICE	7	13
PHOTOCOPIER	2	3
FUND RAISING OFFICE	2	3
SECRETARY AND PRESIDENT	2	4
FINANCE OFFICER	2	4
EXECUTIVE OFFICER	3	5

Strategy 1. COME TO LEGACY HOUSE FREE OF ILLNESS

ACT Government guidance requirements:

- From 30 December 2021: Canberrans are encouraged to work from home where it suits the employee and the employer to do so. It is recognised that many employees may need to return to the workplace to meet business needs or for their own wellbeing, however working from home wherever possible will help to reduce transmission.

Canberra Legacy Actions:

- Consistent with the ACT Government's Health directive, Canberra Legacy has informed all Staff and Legatees to only attend Legacy House if they are well.
- Canberra Legacy will provide Personal Protective Equipment (PPE) for those who require it at Legacy House or in the course of their duties.
- If you are unwell, do not come to Legacy House.
- If you are showing signs of COVID-19 please get tested asap, and/or contact your doctor asap.

Strategy 2. PHYSIAL DISTANCING

ACT Government guidance requirements:

- Physical distancing means separating yourself from other people as much as possible when you're in public places.

Canberra Legacy Actions:

- Canberra Legacy has assessed all workspaces at Legacy House to determine maximum occupancy numbers to meet physical distancing requirements. Occupancy is currently limited to that stated above.
- Maximum occupancy posters have been placed on entry doors to spaces and rooms.
- Physical distancing is included in Legacy House 'How to Stay Safe' posters and messaging.

Strategy 3. FACE COVERINGS

ACT Government guidance requirements

- Wearing face masks became mandatory in the ACT from 5:00pm Thursday 12 August 2021.
- All individuals aged 12 years and over must always wear a Face mask whilst indoors, including in workplaces. Some exemptions apply, [please see this link for details](#).

Canberra Legacy Actions:

- Face masks are required to be worn indoors unless they have a lawful exemption such as medical reasons.
- Face masks must be appropriate and cover the nose and mouth.
- 'How to Stay Safe' posters and online OHS inductions have been used to encourage the wearing of a mask when in Legacy House and outside.

Strategy 4. PERSONAL HYGIENE

ACT Government guidance requirements:

- You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Canberra Legacy Actions:

- Canberra Legacy has deployed hand sanitiser station to the reception area of Legacy House.
- Good hygiene posters and online OHS inductions have been used to reinforce the key health messages to help slow the spread of COVID 19.
- Legacy House Staff will be ensuring adequate soap is available in all bathrooms.
- Posters have been displayed in all bathrooms, lunch areas and above hand sanitiser stations showing the correct method of washing or sanitising hands.

Strategy 5. INCREASED CLEANING

ACT Government guidance requirements:

- All businesses and undertakings are required to demonstrate appropriate hand and general hygiene.
- Businesses should also ensure they maintain appropriate cleaning and sanitising practices and supplies.

Canberra Legacy Actions:

- Legacy House Staff will clean the high touch surfaces of Legacy House daily.

Strategy 6. CHECK IN CBR APP

ACT Government guidance requirements:

- Check In CBR application has become mandatory in Canberra for businesses, venues, and events across the Territory.
- Check In CBR is the easiest and safest way to keep a record of anyone on your premises for contact tracing purposes.

Canberra Legacy Actions:

- The Check In CBR application is to be used by all peoples attending Legacy House.

Strategy 7. WORK ARRANGEMENTS

ACT Government guidance requirements:

- Workforce numbers must be within the relevant density quotient for the various work activities according to the current COVIDsafe settings.

Canberra Legacy Actions:

- Canberra Legacy has implemented a “work from home” strategy and has established a range of HR procedures and resources to support Staff working from home.

Strategy 8. VACCINATIONS

ACT Government guidance requirements:

- Eligible people should be vaccinated for COVID-19.

Canberra Legacy Actions:

- As a conditions of entry to Legacy House, Canberra Legacy requires that all peoples provide proof of vaccinations before entry to the premises. Note that you will only need to provide proof once, and please ensure that this is recorded by a staff member or a Board member.
- Requires that all Staff members be fully vaccinated against COVID-19.
- Requires that all Legatees and Members be fully vaccinated from COVID-19 before they engage in a face-to-face and/or in-person with dependents and/or widows.
- Supports the vaccination of all eligible people asap.