

# COVID Safe Work Plan Environmental Volunteer Guidelines



Updated 29/10/2020

*Lifestyle Capital of Victoria*

## Purpose

This COVID Safe Work Plan (CSWP) provides clear guidance to ensure Environmental Volunteers working on Council properties are able to operate in a healthy, safe and virus free working environment as the groups return to normal operations following a time of Pandemic.

COVID-19 will be with us for some time, and the level of risk will change from time to time, requiring these guidelines to be updated as the State Government restrictions and directives change.

Whilst it is the responsibility of the Council to ensure a safe workplace for all staff and volunteers alike, it should be noted that it is everyone's responsibility to take care of themselves and not do anything that would affect the health and safety of others in the workplace eg. coming to work when you are not well.

## Scope

From 27 October the State Government has eased restrictions as we enter the Third Step towards COVID Normal.

- There are no restrictions on the reasons to leave home. If you live in metropolitan Melbourne you can still only travel 25kms.
- You can see friends and family outdoors in a public place in a group of up to 10 people.
- You can have up to two people from the same household visit you at your home. You can only have one visit a day

For more detail on the full update go to: <https://www.coronavirus.vic.gov.au/coronavirus-covid-19-reopening-roadmap-metro-melbourne>

This means that Friends Groups working on Council land can resume working bee activities as of 27 October under the conditions outlined below.

## Return to Working Bee Guidelines

### Planning

- Working bees should be limited to a maximum of 10 volunteers
  - If you have more than 10 volunteers, consider staggering activity throughout the day or over several days, or plan to have more than one work site
- Volunteers must not attend working bees if showing any signs or symptoms of illness
- Volunteers from different households should not car pool while traveling to and from the work site.
- All volunteers should wear a fitted face mask as per Victoria's Chief Medical Officer's directive (unless holding a lawful medical exemption)
- Volunteers should provide their own tools and PPE to minimise cross-contamination
- Tools should be cleaned thoroughly before being brought onto site using an approved spray or wipe
- Each volunteer should bring their own refreshments to working bees (no sharing play lunch)

## Arriving

- The Activity Leader for the Working Bee must communicate these guidelines to each volunteer present and make sure each volunteer signs in and out.
- All volunteers must be signed in when arriving and signed out when leaving for insurance purposes
  - The activity leader can do this on the volunteers behalf to avoid multiple people touching the clip board and pen.
- Sign in sheets should include name, arrival time, departure time and a legible contact phone number or email address for each volunteer for the purpose of contact tracing should that be required. (see attached attendance sheet)
- Hand sanitizer must be available on site and should be applied at the commencement of work and every 30 – 40 mins thereafter, and again at the completion of works.

## Working

- Attendees must maintain the mandatory 1.5 metres distance from each other while working
  - Plan your work so that volunteers can spread out
  - Avoid tasks that require a 2 person lift, for example.
- Volunteers should not share equipment with each other

## Completion

- All volunteers must be signed out on the attendance sheet with the time of departure recorded.
- Volunteers should thoroughly cleanse any equipment before storing prior to next use

## Further Information

### Cleaning

- Tools and equipment should be cleaned with a minimum 70%-alcohol (ethanol or isopropyl alcohol (IPA) based antibacterial wipe or spray before and after use
- If wipes are to be used, a bin with a bin liner should be available for immediate disposal

## Resources

- How to clean and disinfect your workplace  
[https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19\\_Cleaning-Checklist.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf)
- Victorian updates – <https://www.dhhs.vic.gov.au/coronavirus>
- National Updates – <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

