



CERES COVIDSafe Plan

CERES Inc. ABN: 60 133 437 610	Effective: March 2022
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Purpose

This COVIDSafe Plan describes the actions that CERES will take to keep its staff, contractors and visitors safe and minimise the risk of the spread of COVID-19 infection.

Scope

This COVIDSafe Plan applies to the CERES four locations:

1. CERES Park in Brunswick East (City of Moreland)
2. CERES Joe's Market Garden in Coburg (City of Moreland)
3. CERES Fair Food in Preston (City of Darebin)
4. CERES Fair Wood in Preston (City of Darebin)

This plan is consistent with the Victorian government's COVIDSafe Plan template and covers all mandated content.

This document must be read in conjunction with the latest Australian Government and Victorian State Government advice.

Introduction

The risk of COVID-19 infections in Australia has been minimised through vaccination, community lock downs, isolation protocols and contact tracing, but it has not been eradicated. It will be important to continue operations in a COVIDSafe manner. CERES takes a risk-based approach that uses the hierarchy of control and concurrent layers of control to minimise the risk to workers and others on our sites, as per standard WHS operating procedures.

CERES has implemented a COVIDSafe Working Group with Executive engagement to monitor the Government advice, community issues and the response actions to be taken by CERES. This Working Group is supported by the WHS support function.

Local teams review their particular operations regularly and implement additional controls for minimising the likelihood of transmission of COVID-19 as per government regulations: <https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions>

Wellbeing of People

CERES Actions:

- All people coming on site (staff, contractors, users and visitors) must comply with CERES COVID policies and procedures.
- Staff, contractors are required to be fully vaccinated or hold a medical exemption. Vaccination certificates are sighted and stored centrally with People and Culture as per Privacy Act Guidelines
- Persons that are unwell must not attend the site/s
- All workers that are unwell or experiencing cold and flu/ COVID symptoms are to stay at home and seek a COVID test/ medical advice.
- CERES follows all steps as per the VIC.GOV.AU guidelines for 'Case in the Workplace': <https://www.coronavirus.vic.gov.au/case-workplace>
- As per VIC.GOV.AU guidelines, when a COVID case is reported, line managers use the guidelines to determine if someone is a workplace contact and then remind staff of actions required for workplace contacts e.g. if a contact does not have symptoms, it is recommended they take a RAT test for 5 days but are not required to isolate. If a contact has symptoms, they must take a test (RAT or PCR), report it and isolate for 7 days. WHS team will liaise with line managers if Department of Health needs to be notified
- Positive cases are dealt with sensitively and as per Privacy Act guidelines, names disclosed, only on a 'need to know' basis
- Visitors and contractors are permitted to attend the site/s.
- CERES Employee Assistance Program is available for staff
- CERES will continue the use of swipe in/ sign in/ QR Codes in the building reception areas for its workers, contractors and visitors where relevant.
- Signage is in place across Sites and includes visual instructions on the correct use of face masks, useful for those still required to wear masks e.g. hospitality enterprises.

Physical Distancing

CERES Actions:

- CERES sites across four locations are back to onsite working arrangements
- Where individuals have recognised an ongoing benefit to 'working from home' arrangements the normal processes will continue to be implemented.
- CERES will provide digital dial in options for meetings
- Face to Face training has resumed. Virtual training events remain available.
- Social distancing is recommended, where practical.



Hygiene and Cleaning

CERES Actions:

- All persons are to observe personal cough and sneeze etiquette, handwashing/ sanitising
- Signage and posters regarding handwashing and cough etiquette are displayed
- Increased frequency of cleaning continues. Additional disinfection of surfaces, particularly high-touch surfaces.
- CERES provides hand & hygiene sanitiser stations at building entries and other key locations
- Additional cleaning materials in common use areas such as meeting rooms, utilities rooms, kitchen/ tea rooms are provided
- Bathrooms continue to be well stocked with hand soap and paper towels
- CERES stores provisions of additional COVID-19 supplies: hand sanitiser, face masks, gloves, tissues, surface wipes and other cleaning supplies
- Face masks are to be carried and worn in accordance with current Victorian government requirements.
- Air flow in buildings has been optimised.

Administrative Controls

CERES Actions:

- The CERES COVID-19 reporting process: line manager and to WHS team as required
- CERES Website: COVID-19 updates and Vaccination requirements placed in all external Job Ads
- CERES Work Health and Safety Management System is in place
- Risk assessment and consultation regarding COVID-19
- CERES supports the use of the Australian Government COVIDSafe app for all staff and visitors, when required as per Victorian Government guidelines and can use data to trace and notify if required
- Incident reporting and notification to Insurer, the Victorian Department of Health and WorkSafe Victoria if required.

Triggers for Review of this Plan

- A local hotspot as declared by State Health Authorities that may impact CERES sites or activities
- A change in the state or federal Public Health Order(s)
- An instance of a positive COVID-19 result for persons associated with CERES (worker/ contractor/ user/ visitor).



Record Keeping

For contact tracing purposes CERES maintains the following records:

- CCTV camera footage archives of multiple locations across site
- Visitor and Contractor sign-in sheets at Reception for those not using QR codes
- QR codes are posted in the building reception areas across all sites.

References

- Australian Government 2020. Office of the Australian Information Commission – COVID-19, Understanding your Privacy Obligations for your Staff
- Victorian Department of Health and Human Affairs – Coronavirus
- World Health Organisation – COVID-19
- Australian Government Department of Health – COVID-19
- Safe Work Australia – Coronavirus, Advice for Employees
- Your COVIDSafe Plan, Guidebook and Template – Victorian Government February 2022
- Victorian Government – Case in the Workplace Guidelines February 2022
- CERES COVIDSafe Plans (4), 2020 – February 2022.