

# COVID-Safe Plan

For the Office of the Pioneers Association of South Australia Inc  
Level 1, Harmer House, 5 Leigh St, Adelaide 5000

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## PREAMBLE

### The Plan

This COVID-Safe Plan outlines the measures in place to minimise the risk of the spread of COVID-19 to those who attend the PASA Office.

The plan is based on the directives and advice from the South Australian Government, as of 1 June 2020.

### The PASA Office

The PASA Office is used by volunteer members to conduct the business of the Association. Members and visitors also attend the Office to access the PASA Library, to undertake research, and to participate in occasional small meetings and workshops. The Office has an area of 124m<sup>2</sup>, which under the current social distancing rules allows for a capacity of 20 people.

Rules for Office Numbers:

1. During the initial stage of re-opening a maximum of 15 people will be allowed in the Premises. This allows volunteer work, holding of small meetings and pre-booked workshops with 15 or less attendees.
2. Meetings and workshops will be limited to a maximum of 2 hours.

## RULES AND MEASURES

### Communicating the Plan

Prior to attending the reopening of the Office on Tuesday 30 June, the regular volunteer members will be contacted and informed about the rules and measures in this Plan and their responsibilities within it.

The PASA Office will reopen for members and visitors to attend as from Tuesday 14 July. Prior to this, members will be informed via PASA's regular newsletter, website and Facebook about COVID-19 symptoms and be advised to stay at home if they are feeling unwell. They will also be made aware of the contents of this Plan and the need to adhere to social distancing, hygiene requirements and safety protocols.

Both volunteers and visitors will be advised of the health advantages of having a current flu vaccination and downloading the COVID-Safe App to their phone. Where they do not have a flu vaccination, they will be advised of the health risk, and entry to the PASA Office will be at their discretion.

### Arrival/Entry to the Office

On arrival at the entrance to the Office all persons will be informed of the health measures in place that they must adhere to. This will be supported by:

- A range of signage at the entrance which will include a summary of measures employed within the Office to minimise the risk of infection.
- Hand sanitiser to be used in the Reception area prior to entry.
- Completion of all details in the Office Attendance Register, where the person's signature acknowledges that they have been informed of the requirements of entry to the PASA Office.

### Social Distancing

The Social distancing rules below will apply to all volunteers and visitors present in the PASA Office.

- A maximum of 15 people allowed in the room at any one time.
- The furniture is arranged to allow social distancing of 1.5m between people in the premises.
- One person to use the kitchen area at a time.
- Signage will be positioned in strategic places as a reminder of social distancing rules.

## **Hygiene**

Volunteers and visitors will be responsible for hand hygiene. Regular volunteers to be responsible for workspace cleanliness.

Food/snacks will not be provided by PASA; volunteers and visitors to provide their own.

Deliveries will be accepted at the reception desk and invoicing completed electronically.

Hygiene requirements will be clearly indicated by appropriately placed signs and the following hygiene products provided:

- Alcohol based hand sanitiser dispensers provided on entry at reception, at all workstations and in the kitchen area.
- Sanitising wipes for cleaning frequently touched surfaces including desks, keyboards, phones, the photocopier and printer.
- Hand sanitiser for use after all cash transactions.
- Disposable cups and utensils for tea and coffee making. Volunteers may BYO cups and utensils (ingredients supplied by PASA)

## **Illness while attending the Premises**

If a volunteer or visitor shows flu like symptoms, then support is to be given for them to return home and/or be sent to receive medical attention.

## **Signage**

Signage that supports the plan in the PASA Premises includes:

- Sign 001 COVID-19 Everyday Precautions
- Sign 002 Food and Snacks
- Sign 003 One Person in the Kitchen
- Sign 004 Social Distancing
- Sign 005 Tea and Coffee Making
- Sign 006 Please Use Hand Sanitiser
- Sign 007 Please DO NOT ENTER
- Sign 008 Please do not enter if ...
- Sign 009 Please clean workstation

## **Training**

The Health and Safety Officer or nominee (a trained person) will ensure all volunteers will be provided with training so they understand the PASA Office COVID-Safe Plan before they carry out duties in the PASA premises.

The Office Coordinator or nominee (a trained person) will ensure any visitor wishing to enter the PASA Premises has a good understanding of their obligations contained in the PASA Office COVID-Safe Plan.

## **UPDATE OF THIS PLAN**

This PASA Office COVID- Safe Plan will be reviewed as Government rules change.

**Dated: 17 June 2020**

**Signed:**

**[David Forsaith, President, Pioneers Association of South Australia Inc.]**