

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

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 Date prepared: 22/09/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p>STAFF <i>Hand sanitiser available at staff check in point at shed.</i></p> <p>PASSENGERS and STAFF <i>Hand sanitiser available for passengers at meeting point, encourage use upon entry. Also available in all balloon vehicles for post pack up sanitising. Pax to use prior to getting into vehicles</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>STAFF <i>Shed doors to be opened upon arrival for increased airflow.</i></p> <p>PASSENGERS <i>All other operations are in an outdoor setting, other than car transport, where air-conditioning/heating will be turned on to enhance airflow ensuring the outside air switch is on. If possible, windows will also be wound down. This will be assessed by drivers re pax comfort. It will be MANDATORY for all pax + staff to wear masks at all times.</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>STAFF <i>In areas where you remain within a few metres to other team members, wear a mask & social distance at all times. – GBA will make facemasks available however all staff will be asked to supply their own. Must be a lawfully accepted FM.</i></p> <p>PASSENGERS <i>Mandatory for all passengers to wear masks for the duration of the experience. GBA will have them available however pax will be asked to supply their own. Must be a lawfully accepted FM.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>STAFF COVID procedures training given in accordance with recommendations found on DHHS website. Training should be conducted prior to commencement of staff working in operations. PPE (facemasks) always to be worn by staff while legally obliged to do so or when social distancing is not possible.</p> <p>All staff shown this video as part of training:</p> <p>https://www.youtube.com/watch?v=9Tv2BVN_WTk</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>STAFF Any communal items required for use of all team members to have one person responsible for. Equipment that is ordinarily circulated (vehicles, hydrogen, PiBal, light kits, area bag etc.) to be designated to specific persons.</p> <p>PASSENGERS Replace handwritten and signed waivers with electronic version. All passengers to remain in same position in balloon once positioned.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>STAFF Cleaning to be conducted in accordance with company COVID guidelines. See attachment - GBA COVID 19 cleaning checklists</p> <p>High use areas such as toilet, tools and desks should be cleaned at the end of use and at the end of each day.</p> <p>All staff are responsible for maintaining hygiene practices and cleaning set out by GBA. Post flight staff will be assigned cleaning of equipment as part of regular duties I.A.W C19 cleaning checklist. High touch surfaces such as basket handles to only be used by one group of passengers and then cleaned by staff prior to the next flight.</p> <p>PASSENGERS N/A</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>STAFF All cleaning supplies will be kept at designated cleaning bay. Area will be kept fully stocked and restocked as needed. A list of what products should be available will be published for staff.</p> <p>PASSENGERS Meeting venues, balloon vehicles will have adequate stock of required cleaning products and restocked as required</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Not applicable</i> for operations team.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>STAFF <i>If possible, Staff to be designated to a balloon/vehicle each day. Staff to consistently work in the same team, where possible. Management to plan for this</i> <i>Staff will not have breakfast with pax</i> PASSENGERS <i>Passengers designated to one balloon/pilot/crew each morning and will not cross mingle between groups.</i> <i>Balloon breakfast venues – Passengers will be seated as groups or in couples only. Will not mingle with other pax</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>STAFF & PASSENGERS <i>Temperature check when anyone, staff and passengers, arrive at meeting site. All staff to record</i> <i>Advised to stay home or rest and get tested if staff are unwell with any Covid symptoms. Will need to send a screenshot of the result to the manager before coming back to work</i> <i>Temperatures recorded on daily flight manifest.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p>STAFF <i>All communal work areas are in open aired spaces. GBA staff to uphold these guidelines where possible. Barriers will not be installed.</i></p> <p>PASSENGERS <i>Passengers will be briefed on SD requirements prior to flight</i> <i>Meeting locations will be managed according to the specific hospitality guidelines of the venue. Social distancing will be maintained for all activities except for the balloon flight, pack up and transport</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>STAFF <i>All staff working areas will be in open aired spaces.</i> <i>The communal use of tea/coffee/ kitchen area will no longer be in use.</i> <i>Staff to bring own food to work, no shared meals permitted.</i></p> <p>PASSENGERS <i>All passengers advised by staff to keep 1.5m distancing where possible.</i> <i>Due to mobile nature of work floor markings will not be used and congregation areas will be shutdown</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>STAFF IN SHED <i>Staff need to sit at least 1.5m away from one another or further where possible.</i> <i>Masks to be worn by staff.</i></p> <p>PASSENGERS N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>STAFF <i>Staff to be rostered so as no more than the required amount of staff are at work site each day. Staff to be managed and work to be spread out over the week to ensure this.</i></p> <p>PASSENGERS N/A</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>STAFF <i>COVID procedures training given at annual safety seminar, conducted prior to commencement of operation. PPE to be worn by staff at all times when social distancing is not possible.</i></p> <p>Staff to be educated on physical distancing in public places, and also at work place, socialising to be conducted in open air spaces, and to not crowd work areas.</p> <p>PASSENGERS N/A</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Not applicable</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>STAFF <i>Weekly rosters updated in accordance with demand of work, no excess personnel</i></p> <p>PASSENGERS N/A</p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p><i>Not applicable</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>STAFF <i>Staff and visitor attendance recorded on VIC Gov template ‘Workplace Attendance Register’ at shed, filed for 3 weeks. All staff written on flight manifest and kept to saved files on flight, document kept for 3 months.</i></p> <p>PASSENGERS <i>All personal details of passengers, their date of flying, with temperatures recorded will be written on flight manifest</i></p>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	N/A

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	N/A (Refer to admin COVID Plan)
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<p>STAFF Daily log of all staff visiting shed kept at entrance</p> <p>PASSENGERS We keep a list of all passengers flown and pax who work on a daily basis, as well as contact details for tracing</p>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	The shed will be closed and entry/exit will not be permitted until thorough disinfection and cleaning has been undertaken. An external company will be brought into shed to disinfect space and equipment in chance of confirmed case.
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ol style="list-style-type: none"> 1. Send the worker home to get tested, worker to quarantine at home for 14 days if applicable 2. Advise all staff and passengers that were present on the day and advise they get tested, then quarantine if tested positive
Prepare to notify workers and site visitors (including close contacts)	<ol style="list-style-type: none"> 3. Whoever came in contact with the suspected/confirmed case, advise they all need to get tested & potentially quarantine for 14 days
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ol style="list-style-type: none"> 4. Call to advise about the case & notify what procedure has been taken to prevent further exposure of that person.

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Notify the operations team we will re-open using wechat</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed _____

Name _____

Date _____