

COVID Safe plan

MOORABBIN HEBREW CONGREGATION & L'CHAIM CHABAD – KINGSTON INC.

Our COVID Safe Plan

Business name:	Moorabbin Hebrew Congregation & L'Chaim Chabad – Kingston Inc.
Site location:	960 Nepean Hwy, Moorabbin Vic 3189
Contact person:	Jeff Alford
Contact person phone:	0409 843 251
Date updated:	29/10/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• A Hand Sanitiser dispenser is located at the entrance of the Shul and foyer• Rubbish bins located in foyer near entrance of the shul, in every bathroom and at each washing station.• Soap dispensers located at each sink/washing station.• How to Hand Wash signs located at each sink/washing station.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Central Air-conditioning to be tuned on each day weather permitting when people are on site.• If not weather appropriate, windows & doors are required to be opened.
In areas or workplaces where it is required, ensure all people wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to those that do not have their own.	<ul style="list-style-type: none">• All staff/visitors who enter the Shul must be wearing a face mask when they are in the Shul.• Face masks available on request for visitors/ staff who do not have them.

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>	<ul style="list-style-type: none"> • Staff should not be on site unless necessary to undertake the work that is permitted and must take place at the Shul. • If Staff are required on site they must wear face masks if staff are in close proximity, wash hands thoroughly according to provided signs as use hand sanitiser when appropriate. • Under no circumstances should staff come on site if they are unwell or waiting for test results and are required to self-isolate. • Cleaner who works on site will clean/sanitise all high touch areas.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Any staff member working on site should ONLY use their office and should not share supplies/equipment that belongs to another staff member in their office in order to slow the spread of COVID-19. • When using communal items – such as Kitchen equipment all staff MUST wear gloves and wipe/wash down communal touch areas (benches/door handles etc) after use. • All high touch areas will be cleaned when the Shul premises are entered, by cleaner as well as after any staff member or visitor enters the building. • Each staff member must wipe down shared printer/copier with disinfectant after each use.

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Make sure bathrooms are cleaned and hand soap is filled. • Wipe down all door handles of Shul, toilets, front gate, front door and Mezuzah's (on doorposts) with antibacterial wipes. • Make sure there is a bottle of hand sanitiser on the table outside Shul and one in the men's section and one in the ladies section . • Clean toilets and make sure everything is restocked • Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser. • Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs. • If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing. • Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes. • Hard surfaces - In most circumstances, cleaning with detergent and water is sufficient.

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	<ul style="list-style-type: none"> • <i>Soft or porous surfaces -For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.</i> • <i>Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.</i> • <i>If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.</i> • <i>Hard surfaces- Disinfectants containing ≥ 70% alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.</i> • <i>Soft or porous surfaces - Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Cleaner should inform office manager of supplies and quantities</i> • <i>Office manager will ensure supplies are stocked and available for cleaning.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • <i>Under no circumstances shall a staff member/visitor enter the building if they are unwell or have been required to self-isolate.</i> • <i>No staff-member is expected to work/come into the Shul if they are unwell</i> • <i>Any visitors to the Shul must be asked the following questions before entry:</i> <ol style="list-style-type: none"> 1. <i>Have you or any one you know come into contact with someone who has tested positive for Coronavirus in the last 30 days?</i> 2. <i>Have you got any cold/flu symptoms or any symptoms that might suggest you are unwell?</i> 3. <i>Have you or anyone you know returned from overseas in the past 14 days?</i>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart.</p>	<ul style="list-style-type: none"> • <i>There should be no more than one person in each office working at a time.</i> • <i>If you come to the Shul for work you must work at your assigned desk with no other staff member around you.</i>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>There should be no more than one person in each office at one time.</i> • <i>There should be no more than 2 people in the kitchen at one time.</i> • <i>Where possible, one person should use the bathroom at a time.</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>Each staff member should remain in their assigned office if required to be on site.</i>
<p>Minimise the build-up of people waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Entry should occur from the front door of the Shul and exit from the back.</i> • <i>Alternatively, people may use one of the alternate entry/exits from the side or back of the Shul as long as no one else is using it.</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <i>Staff members/visitors must ensure they maintain all social distancing guidelines while on site. This includes wearing a face mask when more than one person is present at a time.</i> • <i>Signs to maintain social distancing should be placed around the building to remind everyone of these requirements.</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • <i>When receiving a delivery, where available contactless delivery is preferred.</i> • <i>If not available, staff must sanitise both the product and their hands after receiving any package/delivery.</i> • <i>If a delivery driver rings the bell, the staff member on site must instruct them to leave the package at the door where possible, after which the staff member may go to collect it and follow the abovementioned sanitising protocols.</i>

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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 .	<ul style="list-style-type: none"> • <i>Signage to remind everyone of social distancing should be displayed.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> • <i>If any visitors enter the building their contact details must be recorded and passed on to the office manager to keep a record of.</i> • <i>Everyone should QR code in where practical.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • <i>Staff should review our OHS policy and report any incidents as required.</i>
Shul services and bookings	<ul style="list-style-type: none"> • <i>For weekday services attendees will sign in with a QR code and follow all directions with regards to Covid-19 safety. Hand sanitiser, spare masks and distancing rules are noted around the building and in Shul. A Covid Marshall will ensure that the rules are adhered to</i> • <i>Bookings for functions on Shabbat and Yom Tov need to have all attendees pre-register and upload their Vaccine certificate. A Covid Marshall/Security Guard will check the register as Shul goes enter. This applies to anyone over the age of 12months for registration and 16 years and over for the Vaccine Certificate.</i> • <i>Masks are compulsory.</i>

COVID SAFE PLAN IN EVENT OF AN OUTBREAK at 960 Nepean Hwy, Moorabbin.

How do you know if you have an outbreak?

If anyone - even a single person, has COVID-19 and visits your venue or organisation while they are infectious, it is likely they have transmitted the infection to others.

The Victorian Department of Health and Human Services (DHHS) are the only authority who can declare an outbreak; however, once you become aware of a COVID-19 case you must err on the side of caution and assume others may have been infected. In such circumstances, and while awaiting testing results, you must follow the instructions of DHHS exactly.

To contact DHHS regarding a possible or known COVID-19 case at your venue or organisation call their 24/7 hotline on 1800 675 398.

What are the Symptoms of COVID-19?

If you - or someone you know or come into contact with, have any of the symptoms of coronavirus (COVID-19), however mild, you/they should seek advice and get tested.

The symptoms to watch out for are:

- Fever
- Chills or sweats
- Cough
- Sore throat Shortness of breath Runny nose
- Loss of sense of smell

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

Outbreak Management Team

The Outbreak Management Team for Moorabbin Hebrew Congregation & L'Chaim Chabad will be: Elisha Greenbaum, Leah Greenbaum, Jeff Alford and Baila Cyprys

Who will be responsible for the following:

- Ensuring the organisation is meeting DHHS requirements;
- Ensures that workplaces/venues are deep cleaned and any additional workplace, health and safety advice is implemented.
- Manages all media enquiries and internal communication to ensure those within the organisation are kept-up-to-date.

What we will do when notified of a potential COVID-19 case/outbreak at or related to our organisation:

There are two ways you may become aware of a COVID-19 case and/or potential outbreak:

1. The individual diagnosed with COVID-19 may contact your organisation directly; or
2. DHHS may contact your organisation and advise that someone infectious has been identified as having attended your premises.

It is important to remember that DHHS are the only ones that can declare an outbreak; and that they may not contact your organisation depending on the circumstances of the diagnosed individual. This may mean that they have established that there is no risk to the venue and no action is necessary. You can expect DHHS to contact you if your organisation needs to take particular actions such as performing deep cleaning or in serious cases, they may instruct you to close. It is therefore important that you follow their directions precisely and ask questions if you are unsure.

DHHS MAY NOT NECESSARILY DECLARE AN OUTBREAK AT YOUR ORGANISATION

Under certain circumstances, such as the person diagnosed with COVID-19 not visiting your organisation while they were infectious, DHHS may not have reason to contact or discuss this case with you. If you become aware of a case, it's prudent to conduct a thorough clean of the premises and provide support to the person/family. It's good practice to reassure those within your organisation of the situations advice you have received from DHHS (if any).

If necessary, such as you need to close for cleaning or the DHHS has declared an outbreak:

1. Activate your outbreak management team
2. Advise all team members of the situation and arrange a time to meet to discuss

We may need to have the following information readily available to assist the DHHS with contact tracing:

- The name/s, phone numbers, home addresses and email addresses of the potential COVID-19 case
- The date/s and time/s they were last at your organisation or venue.
- The details of all other people who were at your organisation or venue at the same time (names, phone numbers, home addresses and email addresses)

- The name of your organisational point of contact, their phone number and email address (if that person is not you)

(If required) Call the Victoria Department of Health and Human Services 24/7 Hotline on 1800 675 398

(If required) If the case of COVID-19 is the cause (or suspected cause) of death at a workplace, you must report it to Work Safe Victoria on 1800 136 089

Notify the Victorian Jewish COVID-19 Taskforce via email at covid19@csg.vic.com.au

3. Reach out to those directly impacted by exposure or close contact to the infectious person

The Outbreak Management Team should personally reach out via phone call to each person identified, in conjunction with DHHS, as being a close contact or contact of the infectious person and ascertain their welfare. They should ascertain what (if any) support they require (particularly if they have been directed to self-isolate for 14-days), and to advise them that you will shortly be letting organisational community members know what is going on (while respecting their privacy). The Team should be mindful of each individual's circumstances and the issues they may face as a result of being in close contact with an infected person. For example, consideration should be given to family and domestic violence situations, ensuring those already under financial stress are able to access food and other necessities and connecting people with the right support services where necessary.

4. Communicate with L'Chaim Chabad & Moorabbin Hebrew Congregation Community

Send an email or SMS to everyone in your immediate community to inform them:

- What has happened (without naming anyone)
- When it happened (when the infectious person was on-site)
- What has been done (that you have contacted DHHS and are following their instructions - you may wish to convey some of those instructions, such as deep cleaning, closure of the venue etc)
- What you will be doing in the coming days (liaising with DHHS, finding out more information)
- And who your community can contact for further information.

5. Monitor situation

The Outbreak Management Team should conference call each day to discuss new information and developments.

What we will do when we are advised that there is a COVID-19 outbreak or cluster at or linked to our organisation or venue:

1. If DHHS advises you that they are declaring your organisation or venue as an outbreak or cluster:

Only DHHS can declare an outbreak or cluster.

It is important that you follow the instructions that they give you exactly.

If at any stage you are not sure of anything, ring them to seek further clarification.

It is highly likely you will need to close your venue or site at a minimum for deep cleaning to occur.

You should pre-empt this out of an abundance of caution and ensure a thorough clean of the premises is completed.

2. Notify the Victorian Jewish COVID-19 Taskforce via email at covid19@csg.vic.com.au

3. Communicate this update with the L'Chaim Chabad & Moorabbin Hebrew Congregation Community

Keep your community members informed by updating them on:

- What has changed since your last message
- What the current situation is and how long it is expected to last for

- What DHHS instructions you are following
 - How you are supporting those impacted by this outbreak - whether they are infected or not
 - That you will provide them with a further update when more information becomes available
4. Keep in contact with those community members who have been isolated or those who are ill. For those hospitalized, keep in touch with their family.

It is imperative that the Outbreak Management Team keep in regular phone call conversation (as a preferred means over SMS and email) during their isolation, while they await testing results or during their illness.

If someone becomes seriously unwell, particularly when they are admitted to hospital, the Team should be in very regular contact with their family to provide whatever supports necessary.

5. Monitor the situation

The Outbreak Management Team should conference call each day to discuss new information and developments.

What to do when someone becomes critically ill; or passes away from becoming infected with COVID-19 via our organisation:

1. Immediately convene your Outbreak Management Team

- Discuss how the family is being currently being supported.
- Appoint a single person from the Outbreak Management Team to be in contact with the family so as not to overwhelm or impose on them during this time - to keep up with the critically ill's situation/or to assist as much (or little) as possible after the persons passing.
- Consider if any pastoral care supports need to be offered or arranged. Consider what, if any, financial support may be in need.
- Consider meal-drives and other means of support.
- Do whatever is possible and is in line with the family's wishes - to support them during this time.

2. Monitor the situation

The Outbreak Management Team should communicate as regularly as the situation necessitates to discuss new information and developments.

If the person passes away as a result of contracting COVID-19 via your organisation:

Consider, with respect to the circumstances of how the person became infected at your organisation and in consultation with a lawyer/solicitor, whether or not offering to cover the costs of the funeral is appropriate

Tend to the immediate needs of the family (spiritual, financial and material) as much or as little as is appropriate and is accepted by the family.

Communicate the passing of the individual only after the family have done so publicly.

REMEMBER:

If the case of COVID-19 is the cause (or suspected cause) of a death at your workplace, you must report it to Work Safe Victoria at 1800 136 089.

Their reporting line is open Monday to Friday between 7.30am and 6.30pm. Their 24/7 emergency line can be contacted on 13 23 60.

When to declare the outbreak at our organisation over:

- **DHHS WILL DECLARE WHEN THE OUTBREAK IS OVER**
- **THEY WILL TELL YOU WHEN THIS HAS OCCURRED**

1. Convene the Outbreak Management Team

Review advice received from DHHS and any recommendations that they have made -including any that haven't already been implemented and ensure they are implemented.

Discuss any ongoing situations regarding ongoing illness or serious or not. Just because the "outbreak" is over, does not mean there will not be any serious illnesses or fatalities as a result.

You may need to move back a step in this plan to properly manage changing circumstances.

2. Communicate with your community

Update your community with DHHS' advice and what that means for your organisation moving forward. Communicate the situation of anyone who remains ill.

3. Debrief the incident with your Outbreak Management Team

Schedule a few hours for the Team to discuss the overall crisis, what happened, what was handled well and what wasn't.

Depending on the severity of the crisis, you may wish to consider engaging professional and/or pastoral care as part of this process to assist team members through what was likely to have been a highly stressful and upsetting time.

The Victorian Jewish Community COVID-19 Taskforce is able to facilitate this process for you if required.

4. Monitor the situation

Just because the outbreak has been declared over does not mean the crisis has passed. There may still be work and tasks that need to be completed by the Outbreak Management Team.

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

Signed _____

Name _____

Date _____