



COVID-SAFE PLAN

DATE: AUGUST 2021

COMPLETED BY: B CORKEN

Corton Audio
157 Vaughan Street, Shepparton, Victoria, Australia, 3630
P: 0488 777 649
E: enquiries@cortonaudio.com



Corton Audio have developed this COVID-SAFE plan to comply with all relevant health and safety requirements regarding COVID-19. This includes all staff, employees, contractors, members of the public, those using our equipment and/or attending an event/project where our services are obtained.

Our COVID-SAFE Plan has been developed to:

- Maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- As a requirement all Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- This COVIDSafe Plan has been developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- To meet our obligations under the Occupational Health and Safety Act 2004.
- We must modify our COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

Reviewing our COVIDSafe Plan:

We will (Corton Audio will) review our plan regularly, especially when restrictions change. We will also do so if directed to do so by an Authorised Officer or WorkSafe Inspector.

Please note:

We encourage all our workers, clients & staff to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. This will be done verbally.

It is a requirement of Corton Audio workplace that ALL workers, staff and members of the public who enter our workplace or work for us are required to have TWO COVID-19 vaccinations and a COVID certificated provided as proof of vaccination to Corton Audio management prior to work/entry to workplace.

Corton Audio COVIDSafe Plan Initial Details:

Business name: Corton Audio

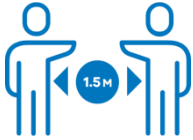
Address: 157 Vaughan Street, Shepparton, Victoria, Australia, 3630.

Plan completed by: Brad Corken

Job title: Manager

Date reviewed: 01/09/2021

Next review: 01/11/2021



1. Physical distancing

OUR ACTIONS	WHO IS RESPONSIBLE
<p>Ensure all areas contain a density quotient sign.</p> <p>COVID-Safe signs displayed.</p> <p>Arrange workspaces to maintain 1.5m distance.</p> <p>Workspaces only accessible to workers and doors kept locked.</p> <p>When working on a stage, the stage area should be arranged so that where possible 1.5m of distance is maintained between performers and workers.</p>	Office manager/Crew Leader.



2. Face masks

OUR ACTIONS	WHO IS RESPONSIBLE
<p>COVID-Safe signs displayed.</p> <p>Masks available to staff, members of the public, contractors.</p> <p>Masks to be available in all vans and vehicles.</p> <p>Masks available at entry to office.</p> <p>Masks must be worn by all in the workplace INDOORS where social distancing cannot be maintained or where directed to be a workplace at which Corton Audio are working within.</p>	<p>Office manager/Crew Leader.</p>








3. Hygiene

OUR ACTIONS	WHO IS RESPONSIBLE
<p>COVID-Safe signs displayed on entry to office.</p> <p>Hand sanitiser available at:</p> <ul style="list-style-type: none">- All entries to office- In all vans & vehicles <p>Office/warehouse area:</p> <p>Cleaned high touch areas twice a day using antibacterial wipes and/or disinfectant sprays.</p> <p>Hand soap and hot water available to wash hands at all times.</p> <p>Vehicles:</p> <p>Contain antibacterial wipes and vehicles should be cleaned prior to each use and where vehicle drivers & occupants change.</p> <p>On-site events:</p> <p>All drawers cases are to include hand sanitiser as well as face masks and/or be available within the vehicle.</p> <p>Microphones are to be cleaned using alcohol wipes and/or antibacterial wipes prior to each use/event.</p> <p>Microphones are to be cleaned using alcohol wipes and/or antibacterial wipes, disinfectant spray prior to each changed user use at an event.</p> <p>High touch items including microphone stands, mixing consoles, road-case handles etc are to be cleaned using alcohol wipes and/or antibacterial wipes or disinfectant spray prior to each changed user use at an event.</p> <p>If using Glen 20 as a disinfectant spray the following procedures are to be followed to kill the COVID-19 virus:</p> <ul style="list-style-type: none">• Shake well. Hold container upright 15cm to 20cm from surface.• To disinfect hard surfaces: Spray precleaned surface until wet. Allow to stand 10 minutes to air dry. For highchairs and toys, rinse off thoroughly with water. Not intended to be used on medical devices.• To kill and control the growth of mould and mildew: Spray precleaned surface until wet. Leave 10 minutes to air dry. Repeat applications as necessary.• To eliminate odour-causing bacteria on soft surfaces: Always	<p>Office manager/Crew Leader/Vehicle users.</p>

OUR ACTIONS	WHO IS RESPONSIBLE
pretest on a hidden area of fabric to ensure suitability. Spray a light even coating on fabric until wet. Do not saturate. Let air dry. For difficult odours or heavy fabrics, repeat application. Reapply as necessary.	



4. Record keeping & vaccination requirements

OUR ACTIONS	WHO IS RESPONSIBLE
<p>COVID-Safe signs displayed.</p> <p>COVID-19 check-in QR code system implemented. ALL attendees to the workplace must check in.</p> <p>If you are unwell:</p> <p>Please do not enter our workplace, building or touch/use our equipment if you feel unwell or are showing symptoms of COVID-19.</p> <p>We encourage all our workers & staff to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. This will be done verbally.</p> <p>Vaccination:</p> <p>It is a requirement of Corton Audio workplace that ALL workers are required to have TWO COVID-19 vaccinations and a COVID certificated AND/OR a Medical Exemption provided as proof of vaccination/exemption to Corton Audio management prior to work/access to site.</p> <p>Accepted methods include:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>COVID-19 Digital Certificate via the Service Victoria app</p> </div> <div style="text-align: center;">  <p>COVID-19 Digital Certificate saved to smart phone</p> </div> <div style="text-align: center;">  <p>Printed copy of COVID-19 Digital Certificate together with photo ID</p> </div> <div style="text-align: center;">  <p>Printed copy of Immunisation History Statement together with photo ID</p> </div> <div style="text-align: center;">  <p>Medical Exemption together with photo ID</p> </div> </div> <p>Our standard plan for a positive case/outbreak of COVID-19:</p> <p>To respond to a worker/guest being notified if they are a positive case or a close contact while at work we will:</p> <ul style="list-style-type: none"> - Clean the worksite (or part) in the event of a positive case; 	<p>Office manager/Crew Leader/ALL.</p>

OUR ACTIONS	WHO IS RESPONSIBLE
<ul style="list-style-type: none">- Contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts- Immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace- If instructed to close by the Department of Health we will do so immediately and without notice.- If instructed to re-open our workplace we will do so only when cleared by the Department of Health and notify workers to return to work.	



Enclosed spaces and ventilation

OUR ACTIONS	WHO IS RESPONSIBLE
<p>COVID-Safe signs displayed.</p> <p>The way Corton Audio normally conducts its business is low-risk in terms of members of the public entering our work site/office.</p> <p>The risk is greater with members of the public/performers/guests touching our equipment and items.</p> <p>Office areas and warehouse:</p> <p>Are to be well ventilated with fresh outside air allowed into the spaces whenever possible by opening doors.</p> <p>Vehicles:</p> <p>Vehicles are to use fresh air ventilated systems (not internal re-circulation).</p> <p>Windows to be wound down to allow fresh air into cabin if practicable.</p>	Office manager/Crew Leader.



6. Workforce bubbles

OUR ACTIONS	WHO IS RESPONSIBLE
<p>COVID-Safe signs displayed.</p> <p>Due to the nature of Corton Audio's workplaces it is very difficult to implement work bubbles. Most of the work is undertaken solo or with a two person work force.</p> <p>Various events/jobs require more than two people this will be risk assessed as required.</p>	<p>Office manager/Crew Leader.</p>

Corton Audio

Register of Approved Cleaning Products for COVID-19

TGA Cleaning Products Approval:

Product name: Glen 20 Surface Spray Disinfectant - Hospital Grade
ARTG #: 65954
Sponsor: RB (Hygiene Home) Australia Pty Ltd
Manufacturer: Reckitt Benckiser Pty Ltd
Licence name: NON/ STERILE DISINFECTANTS - WITH CLAIMS - Ethanol
Therapeutic type: Listed disinfectant

Product name: Dettol Disinfectant Wipes - Fresh - Disinfectant, hospital grade
ARTG #: 370010
Sponsor: Reckitt Benckiser Pty Ld - Dettol Wipes
Manufacturer: American Hygienics Corporation
Licence name: Reckitt Benckiser Pty Ltd - Dettol Disinfectant Wipes - Fresh - Disinfectant, hospital grade
Therapeutic type: Other Therapeutic Good - Listed disinfectant

COVID-SAFE PLAN adopted by:



01/09/2021

Signature

Date

Owner/Manager

Position