

About the COVIDSafe Plan

This COVIDSafe Plan has been developed to maintain a COVIDSafe synagogue and workplace. It has been developed to prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health directions:

- This COVIDSafe Plan has been developed in consultation with the Rabbi, staff and volunteers.
- In addition to completing a COVIDSafe Plan, we meet our obligations under the Occupational Health and Safety Act 2004.
- We are prepared to comply with a request to present or modify this COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

This COVIDSafe Plan reflects current restrictions.

Mandatory requirements under public health direction feature this symbol: 

COVIDSafe Plan

Business name: Kehilat Nitzan

Plan completed by: Suzanne Zyngier, President

Date reviewed: 21 October, 2021

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

Practicing physical distancing

Requirements and recommendations	Action
 You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces. <ul style="list-style-type: none">• Shared work areas are only accessible to workers, and should only include workers in the density quotient.• Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.• Further information can be found at coronavirus.vic.gov.au	<ul style="list-style-type: none">• There are no shared workspaces• Seating in publicly accessible spaces are now reconfigured according to the current limit of one person per 4 sqm, in compliance with the density quotient• Staff have been educated on strategies and work practice changes to maintain physical distancing.• Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions.• Signage in place on hand and cough hygiene, including how to wash and sanitise hands correctly.• Kehilat Nitzan reinforces to staff the importance of not attending work if unwell.

Requirements and recommendations	Action
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. 	<p>We have placed signs to show patron limits at the entrance of enclosed areas where density quotients apply for the Kehilat Nitzan workplace</p> <p>Our new security and Board member at the front door minimises the build-up of people waiting to enter and exit for services.</p> <ul style="list-style-type: none"> • The Synagogue uses taped floor markings at the Bimah, in the entrance and in the kitchen to show minimum physical distancing guides. • Kehilat Nitzan has allocated different doors for entry and exit during services
<p>You should provide training to workers on physical distancing expectations at work and when socialising.</p>	<p>Kehilat Nitzan has provided training to staff and volunteers on physical distancing expectations in all work-related circumstances.</p>
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p>Kehilat Nitzan has reduced the number of congregants permitted to attend services according to prevailing government directions.</p>

Wearing a face mask

Requirements and recommendations	Action
 <p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<p>Kehilat Nitzan requires all staff and volunteers to comply with current face mask requirements,</p> <p>Kehilat Nitzan monitors the use of face masks for all staff and congregants unless a legal exception applies.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>Kehilat Nitzan has informed all staff and volunteers that reusable face masks should be washed each day after use. However, if the face mask is visibly dirty or wet during the day, it needs to be replaced with a clean face mask immediately.</p> <p>Kehilat Nitzan has informed all staff and volunteers they must safely discard disposable face masks at the end of the day. However, if the face mask is visibly dirty or wet during the day, it needs to be replaced with a clean face mask immediately.</p>

Practicing good hygiene

Requirements and recommendations	Action
 You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. You should: <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. 	<p>Cleaners for Kehilat Nitzan clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.</p> <p>Kehilat Nitzan has replaced high-touch communal items with hygienic alternatives where possible to do so.</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<p>Soap and hand sanitiser available for all staff and congregants throughout the Synagogue and Kehilat Nitzan encourages regular handwashing.</p>

Keeping records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	<p>Kehilat Nitzan reinforces to staff the importance of not attending work if unwell and to get tested.</p>
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to reopen your workplace once agreed by Department of Health and notify workers they can return to work. 	<p>Kehilat Nitzan will respond to a worker being notified they are a positive case or a close contact while at work:</p> <ul style="list-style-type: none"> • Cleaning the worksite (or part) in the event of a positive case. • Contacting the Department of Health and notifying the actions taken, providing a copy of the risk assessment conducted and providing contact details of any close contacts • Notifying WorkSafe Victoria if Kehilat Nitzan identifies a person with COVID-19 at the workplace. • Closing if instructed to do so by the Dept. of Health. • Reopening the Synagogue once agreed by Dept. of Health and the notify staff they can return to work.
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	<p>Kehilat Nitzan keeps records of all people who enter the workplace for longer than 15 minutes for contact tracing using the free Victorian Government QR Service.</p> <p>On Shabbat and religious holidays, Kehilat Nitzan keeps manual records of all people who enter the Synagogue for longer than 15 minutes for contact tracing.</p>

Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments.• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.• Enhancing airflow by opening windows and doors.• Optimising fresh air flow in air conditioning systems.	<p>Kehilat Nitzan reduces the of time staff are spending in enclosed spaces by:</p> <ul style="list-style-type: none">• Enabling working from home.• Enhancing airflow by opening windows and doors.• Optimising fresh air flow in air conditioning systems.

Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p>	<p>Not applicable</p>