

# COVID Safety Plan

**Alpine Spirit Pty Ltd**

**T/A - Alpine Spirit Coaches**

**AND**

**Alpine Express Australia Pty Ltd**

**T/A - Snowball Express, Mt Hotham Bus**

*(Customers/Clients copy)*

## INDEX

✚ COVID Safe Plan critical business information.....	2
✚ The Plan.....	5
1. Ensure physical distancing.....	5
➤ Physical distancing.....	5
2. Wear masks and personal protective equipment.....	6
➤ Risk assessment and training.....	6
3. Practice good hand hygiene and sanitising.....	6
➤ Health and wellbeing of workers.....	7
➤ Cleaning and sanitising.....	7
4. Keep records and act quickly if workers become unwell.....	8
➤ Record keeping.....	9
➤ Responding to a suspected or confirmed coronavirus (COVID-19) case.....	9
✚ Attachment 1: Business Contingency Plan.....	11
✚ Attachment 2: Additional Tour and Charter Controls and Actions.....	13
1. Ensure physical distancing.....	13
➤ Physical distancing and space allocation.....	13
2. Wear masks and PPE.....	14
➤ Risk assessment and training.....	14
3. Good hand hygiene and sanitising.....	15
➤ Hygiene.....	15
4. Keep records and act quickly if a workers become unwell.....	16
➤ Record keeping.....	16
5. Avoid interactions in enclosed spaces.....	17
➤ Alterations to bus operators and access.....	17
6. Create workforce bubbles.....	17
➤ Segregate workgroups to limit and contain disease transmission.....	17

**COVIDSafe Plan critical business information.**

**Business name:**

Alpine Spirit Coaches (Snowball Express, Mt Hotham Bus)

**Business size:**

Small: 40 employees (peak season)

**Total number of drivers and vehicles:**

Drivers	20
Vehicles	19

**Workforce diversity:**

Primary languages spoken by workforce and % of workforce:	English
Nationalities or ethnic groups in workforce (including contractors):	N/A

**Operator location (office/depot/base/worksite or other controlled location):**

- Myrtleford
- Mt Hotham / Dinner Plain

**Operators contact person(s) (name and position):**

Name:	<b>Chris &amp; Nadina Bonacci</b>
Position:	<b>Directors</b>
Contact telephone / mobile:	<b>(03) 5752 1333</b>
Contact emails:	<a href="mailto:office@alpinespirit.com.au">office@alpinespirit.com.au</a>

**Document Update and Version Control:** *Refer to below note.*

Current Version number:	<b>COVIDSafe-A004</b>
New Version number:	<b>COVIDSafe-A004</b>
Date prepared:	<b>Saturday 17<sup>th</sup> April 2021</b>
Date reviewed:	<b>Saturday 17<sup>th</sup> April 2021</b>
Next review date:	<b>Monday 18<sup>th</sup> October 2021</b>

**Note:** As a minimum the COVID Safe Plan will be reviewed and updated at least every six (6) months OR as/when restrictions or public health advice changes (whichever occurs first).

**Note:** The contact person(s) are the nominated representatives from the business who holds a suitable level of delegation/authority to enact the requirements of this Plan. This includes working in cooperation with all key parties, such as workers, drivers/operators, TSV, DHHS, to ensure the requirements of this Plan are acted on, adhered to and maintained – including taking a lead role in the event of a suspected or confirmed case.

## The Plan

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>1. Ensure physical distancing</b>	
<p><b>Ensure that staff, where it is reasonably practicable for them to work from home, do work from home. Otherwise, permit staff to work from the work premises, where it is practicable to do so.</b></p>	<p><i>Continue to monitor whether there is a possibility of any staff working from home and inform them to do so where possible. At present, the evaluation is that due the nature of our operations drivers and supervisors are required to attend the premises to commence their shift. At present operational staff including administration, maintenance and cleaning staff are also required to work from premises.</i></p>
<p><b>Establish a system that limits staff members working across multiple settings/work sites. ('work bubble')</b></p>	<p><i>Continue to monitor the extent to which staff are not required to work across multiple sites.</i></p> <p><b>[Where staff do work across multiple sites/depots]</b> <i>At present, the evaluation is that some of our staff are required to work across multiple sites due to the nature of the business, and we record drivers' movements where cross-depot activity must occur. This has been reduced as far as reasonably practicable.</i></p>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p><b>[Where staff are temperature tested]</b> <i>Our staff are regularly temperature tested at our premises.</i></p> <p><i>All staff have been instructed to inform the Owner or Manager or his/her delegate as soon as possible if they are unwell whilst working at the premises, and to not come to work if they are unwell and/or have any Covid-19 symptoms.</i></p>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• <b>there is no more than one worker per two square meters of enclosed workspace.</b></li> <li>• <b>workers are spaced at least 1.5m apart.</b></li> <li>• <b>there is no more than one member of the public per two square meters of publicly available space.</b></li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p><i>Configure the premises so there is no more than 1 person per 2 square metres for visitors in reception, and no more than one worker per 2 square metres / 1.5 metres between staff, including administration staff in communal work areas.</i></p> <p><i>We manage these physical distancing spacings by placing informative signs and physical distancing barriers, in reception, and other communal work areas.</i></p> <p><i>Train staff in, and regularly remind staff via staff emails and meetings, of these spacings.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Placing physical distancing barriers and signage in the premises to ensure physical distancing spacings for visitors and staff work areas.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p><i>Configure all administration staff workstations within the premises to ensure staff are not facing each other and in close proximity, as far as practicable.</i></p>
<p><b>Minimise the build-up of workers waiting to enter and exit the workplace.</b></p>	<p><i>Ensure that there is a minimum number of staff rostered to attend the premises and carry out the necessary work.</i></p> <p><i>Place appropriate signage at the main entry and exit points noting that only one person at a time should enter or exit the premises.</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunchbreaks).</b></p>	<p><i>Provide informative videos for all staff either via staff emails or at staff meetings.</i></p> <p><a href="https://www.health.gov.au/resources/videos/coronavirus-video-physical-distancing">https://www.health.gov.au/resources/videos/coronavirus-video-physical-distancing</a>;</p> <p><a href="https://www.health.gov.au/resources/videos/coronavirus-video-physical-distancing-is-working">https://www.health.gov.au/resources/videos/coronavirus-video-physical-distancing-is-working</a></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Provide instruction to administration staff about how to receive delivered packages.</i></p> <p><a href="https://www.fastcompany.com/90478306/this-is-how-to-safely-receive-packages-and-deliveries-during-the-coronavirus">https://www.fastcompany.com/90478306/this-is-how-to-safely-receive-packages-and-deliveries-during-the-coronavirus</a></p>
<p><b>Physical distancing and space allocation</b></p>	
<p><b>Ensure drivers and passengers are 1.5 metres apart as much as possible before embarking and after alighting the bus</b></p>	<p><i>Minimise the opportunity for people to crowd or cluster by ensuring driver interactions with passengers are minimal and at an appropriate distance wherever possible.</i></p>
<p><b>Maintain maximum distance possible between driver and passengers wherever possible</b></p>	<p><i>Minimise the opportunity for drivers and passengers to mingle by modifying the position/seating of passengers, where possible, so that they do not sit directly behind the driver.</i></p>
<p><b>Review service protocols to limit contact between drivers and passengers</b></p>	<p><i>Reduce contact between drivers and passengers by installing screens or barriers (sneeze/cough guards) between passengers and drivers where appropriate, for example, on route buses.</i></p>
<p><b>Communicate changes to bus operations and services to passengers</b></p>	<p><i>Keep passengers informed of changes by:</i></p> <ul style="list-style-type: none"> <li>▪ <i>ensuring that changes to bus service and operations, as well as health and hygiene requirements are communicated to passengers wherever and whenever possible.</i></li> <li>▪ <i>placing signs, posters, or other visually clear indicators of relevant changes to service and health advice on and inside buses wherever and whenever possible.</i></li> </ul>

1 Wear masks and personal protective equipment	
<b>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.</b>	<i>Provide face coverings for all staff that are not otherwise exempt. Also have a disposable supply of same if a visitor arrives at the premises without one.</i>
Risk assessment and training	
<b>Ensure passengers and drivers wear a face mask or appropriate face covering.</b>	<i>Reinforce requirement to wear masks by all appropriate means, including for staff-by-staff emails and other communications channels, and for passengers, by, for example, utilising appropriate signage.</i>
<b>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).</b>	<i>Provide all staff working at the premises with videos via staff emails on how to properly use face coverings, the do's and don'ts of wearing them etc. <a href="https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/using-face-masks">https://cpv.vic.gov.au/drivers/coronavirus-covid-19/coronavirus-covid-19-faqs2/using-face-masks</a>  <i>Regularly remind all staff of good hygiene practices, whether when they are at the premises, at another related site of ours, or driving a bus, via staff emails and other communication channel, including staff meetings.</i></i>
2 Practice good hand hygiene and sanitising	
<b>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.</b>	<i>Provide hand sanitiser for staff and visitors who enter our premises.  Provide hand soap and paper towels at washing stations throughout the premises.  Encourage drivers to practise hand hygiene by:</i> <ul style="list-style-type: none"> <li>▪ <i>advising drivers to wash or sanitise their hands regularly, particularly after any interactions with the general public or in public areas, such as:</i> <ul style="list-style-type: none"> <li><i>visiting a public establishment such a restaurant or toilet eating</i></li> <li><i>refuelling</i></li> <li><i>handling luggage or cash</i></li> <li><i>assisting a passenger to board or alight.</i></li> </ul> </li> <li>▪ <i>ensuring that hand sanitiser used contains a minimum of 60% alcohol.</i></li> <li>▪ <i>providing education in the use of hand sanitiser and hand washing</i></li> <li>▪ <i>making hand sanitiser stations and refill locations available at all suitable depots</i></li> <li>▪ <i>providing rubbish bags for drivers to use during service for the disposal of tissues, disposable PPE and other cleaning / sanitizer wipes.</i></li> </ul>

<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Given the type of work we engage in this is not very practicable. That said, ensure as far as practicable all high touch items at the premises and on our buses are cleaned/disinfected regularly, at intervals of no less than twice daily, and more regularly as required, for example, if we become aware that a Coronavirus positive passenger has used our bus.</i></p>
<p><b>Increase environmental cleaning (including between changes of staff), ensure shared spaces, including high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>Clean the premises and our buses at intervals of no less than daily, with a specific focus on ensuring as far as practicable all high touch items at the premises and on our buses are cleaned/disinfected regularly, at intervals of no less than twice daily, and more regularly as required, for example, if we become aware that a positive Coronavirus passenger has used our bus. This is designed to meet the requirements of the DHHS Workplace Directions <a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></i></p> <p><i>Maintain and display a cleaning log in shared spaces.</i></p>
<p><b>Health and wellbeing of workers</b></p>	
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p><i>Ensure that the adjustable air conditioning and openable doors are utilised appropriately at the premises and within vehicles.</i></p>
<p><b>Establish risk-based system to screen drivers before accessing the bus services</b></p>	<p><i>Manage risks posed by drivers by:</i></p> <ul style="list-style-type: none"> <li>▪ <i>informing drivers to stay at home if unwell, report coronavirus (COVID-19) like symptoms to operator/owner (where relevant) and follow current government guidance to determine if testing for coronavirus (COVID-19) is required.</i></li> <li>▪ <i>telling drivers that they must declare if they are unwell or have been in contact with infected persons.</i></li> </ul> <p><i>Where possible, ask workers to declare before each shift whether they are free of symptoms, have not been in contact with a confirmed case and they have not been directed to isolate.</i></p>
<p><b>Assist in maintaining the health and wellbeing of drivers and workers during the coronavirus (COVID-19) pandemic.</b></p>	<p><i>Maintain the health and wellbeing of staff by providing tips for staying mentally and physically healthy during the coronavirus (COVID-19) pandemic – an example of where such tips can find:</i></p> <p><a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/ongoing-support-during-coronavirus-covid-19/looking-after-your-mental-health-during-coronavirus-covid-19-restrictions">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/ongoing-support-during-coronavirus-covid-19/looking-after-your-mental-health-during-coronavirus-covid-19-restrictions</a>.</p>
<p><b>Cleaning and sanitising</b></p>	
<p><b>Institute risk-based cleaning which follows relevant state and legislative requirements</b></p>	<p><i>Risk-based cleaning includes:</i></p> <ul style="list-style-type: none"> <li>▪ <i>cleaning and disinfecting bus/buses between services and at the end of shifts, where possible</i></li> <li>▪ <i>conducting a deep clean of the vehicle if the bus has been used to transport a suspected or confirmed coronavirus COVID-19 cases.</i></li> </ul>



	<ul style="list-style-type: none"> <li>▪ ensuring that no one enters the bus before it is cleaned in accordance with coronavirus COVID-19 cleaning.</li> <li>▪ displaying signage to advise people that the vehicle has not been cleaned and they should not enter.</li> <li>▪ ensuring chemicals/products being used for coronavirus (COVID-19) cleaning/disinfection are listed in the Therapeutic Goods Administration (TGA) database or labelled suitable for treating COVID-19</li> </ul> <p>This means use products with ‘anti-viral’ or ‘anti-bacterial’ on the label. Select cleaning products which:</p> <ul style="list-style-type: none"> <li>○ contain bleach, alcohol, or hydrogen peroxide, if possible</li> <li>○ contain anti-viral or anti-bacterial product if the above products are not available.</li> </ul> <p>conducting risk assessments of cleaning/disinfection requirements and PPE usage, and monitor, review and revise control measures to ensure they minimize any associated risks.</p> <ul style="list-style-type: none"> <li>▪ Keep cleaning records for a year</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant as well as PPE for cleaning activities</b></p>	<p>Ensure that there are adequate supplies of cleaning products at the premises at all times.</p>
<p><b>4. Keep records and act quickly if workers become unwell</b></p>	
<p><b>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.</b></p>	<p>Establish and maintain a record system identifying all visitors and staff to our premises that meets the requirements for such record keeping, and destruction of same, under the DHHS Workplace Directions:</p> <p><a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>Provide regular training and guidance to all staff on the operator’s OHS reporting system policy and <b>[where it is recorded in writing]</b> the reporting system detailed in the Employees Handbook if applicable.</p>
<p><b>Prepare or update your Business Contingency Plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>Consider and update our Business Contingency Plan (Attachment 1) to provide for what should happen if there is a COVID-19 outbreak at the premises and there is a possibility that the facility be closed including covering matters set out in DHHS Workplace Directions related to cleaning, matters to be covered with staff and visitors, cancelling all pre bookings, notifying customers and regulators, including DHHS, WorkSafe TSV, VicRoads. A decision to continue to maintain the premises and services would then be made.</p> <p><a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></p>

Record keeping	
Establish a process to record the drivers using buses to assist in identifying close contacts if infection does occur.	<p><i>Establish a process to identify close contacts of drivers by:</i></p> <ul style="list-style-type: none"> <li>▪ <i>maintaining records of all drivers using each bus, including their contact details, dates, times and routes taken</i></li> <li>▪ <i>maintaining records of all drivers who are working for multiple bus operators.</i></li> </ul>
Responding to a suspected or confirmed coronavirus (Covid-19) case	
Prepare to assist DHHS with contact tracing and providing driver / operator and passenger records to support contact tracing.	See Attachment 1
Prepare for how you will manage a suspected or confirmed case in a driver or passenger during work hours.	See Attachment 1
Prepare to notify workforce and passengers of a suspected case of coronavirus (COVID-19)	See Attachment 1
Prepare to immediately notify DHHS, WorkSafe Victoria, and TSV if you have a confirmed coronavirus (COVID-19) case at your workplace.	See Attachment 1
Evaluate hazards and determine if cleaning, disinfecting, and sanitising tasks are adequate or require additional controls.	See Attachment 1
Confirm that your workplace can safely re-open and workers, drivers/operators can return to work.	See Attachment 1

We acknowledge we understand our responsibilities and have implemented this COVIDSafe plan into the workplace - *(To the best of our knowledge and abilities)*

Director 1 Signature: \_\_\_\_\_

(Full) Name: \_\_\_\_\_

Director 2 Signature: \_\_\_\_\_

(Full) Name: \_\_\_\_\_

Date: 17<sup>th</sup> / April / 2021

**Date(s) Reviewed:**

- Monday 18<sup>th</sup> October 2021

---

- Monday 18<sup>th</sup> April 2022

## ATTACHMENT 1

### BUSINESS CONTINGENCY PLAN

<p><b>Prepare to respond to a worker being notified that they are COVID-19 positive while at work</b></p>	<p><i>The Owner or Manager (or their delegate) is responsible for responding to a worker being notified that they are COVID-19 positive at work in accordance with the DHHS Workplace Directions.</i></p> <p><a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></p>
<p><b>Prepare to identify and notify close contacts and to provide staff and visitor records to DHHS to support contact tracing.</b></p>	<p><i>The Owner or Manager (or their delegate) is responsible for ensuring that details of all staff and visitors in a clearly identified book or electronic file so that administration staff can update daily as required.</i></p> <p><i>The Owner or Manager (or their delegate) is responsible for notifying close contacts in accordance with the DHHS Workplace Directions, and providing DHHS access to our visitor’s log and staff rosters to ensure appropriate contact tracing in accordance with the DHHS Workplace Directions:</i></p> <p><a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></p>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<p><i>The Owner or Manager (or their delegate) is responsible for considering and applying the DHHS Workplace Directions and the relevant matters contained therein, including organising suitable cleaning, and take appropriate actions, up to and including a risk assessment, which may lead to closure of the premises if instructed by DHHS, and in accordance with any instructions of DHHS.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<p><i>The Owner or Manager (or their delegate) is responsible for considering and applying the DHHS Workplace Directions and the relevant matters contained therein, including cleaning, and take appropriate actions, including isolating that person from any other personnel.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria and DHHS if you have a confirmed COVID-19 case at your workplace and notify DHHS of the actions taken and any risk assessment undertaken in accordance with the DHHS Workplace Directions.</b></p>	<p><i>The Owner or Manager (or their delegate) will call WorkSafe Victoria immediately if we have a confirmed case of COVID-19 on 13 23 60. We will call DHHS on 1300 65 172 and Victoria Coronavirus Hotline 1800 675 398 [if you have a state contract with DOT/V/Line/DET) and our DOT/V/Line/DET representative.].</i></p> <p><i>The Owner or Manager (or their delegate) will notify DHHS of the actions taken and any risk assessment undertaken in accordance with the DHHS Workplace Directions, and consider and apply other requirements under the Workplace Directions:</i></p> <p><a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a></p>

<i>Continued:</i>	
<b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b>	<p><i>In the event we have had to reduce, close the premises and/or cease services, the Owner or General Manager (or delegate) will only re-open or commence services again as per normal after the obligations under clause 9(j) of the Workplace Directions have been met, including after DHHS has completed all relevant contact tracing and given its clearance, and WorkSafe has been notified of the intention to do so.</i></p> <p><i>The Owner or General Manager (or delegate) will make contact with employees with instructions for rostering.</i></p>

Management Information Systems

## ATTACHMENT 2

### ADDITIONAL TOUR AND CHARTER CONTROLS AND ACTIONS

1. Ensure physical distancing	
Physical distancing and space allocation	
<p><b>Ensure drivers and passengers are 1.5 metres apart as much as possible before embarking and after alighting the bus</b></p>	<p>Minimise the opportunity for people to crowd or cluster by:</p> <ul style="list-style-type: none"> <li>▪ providing more space where queuing occurs and encouraging passengers to maintain 1.5 metres distance while waiting.</li> <li>▪ encouraging passengers to exit via the rear door where there is one, to minimise crowding at the front of the vehicle, and placing floor markings to encourage passengers to exit via the rear door.</li> <li>▪ increasing the time doors are left open during passenger loading to compensate for additional physical distancing requirements.</li> <li>▪ loading buses from back seats to front seats where appropriate to minimise passengers crowding or bumping into each other.</li> <li>▪ increasing the number of buses in operation to reduce the total number of passengers on each vehicle.</li> </ul>
<p><b>Maintain maximum distance possible between driver and passengers wherever possible</b></p>	<p>Minimise the opportunity for drivers and passengers to mingle by:</p> <ul style="list-style-type: none"> <li>▪ using rear door boarding to minimise interactions between passengers and driver where suitable.</li> <li>▪ allowing additional space between passengers or using alternate rows to minimise interactions between groups of passengers.</li> </ul> <p>Ensure any changes to seating or access are clearly communicated to passengers, and/or visually shown by the placement of signs or markers indicating where passengers should sit.</p>
<p><b>Review service protocols to limit contact between drivers and passengers</b></p>	<p>Reduce contact between drivers and passengers by:</p> <ul style="list-style-type: none"> <li>▪ changing or eliminating processes that require passengers to hand items to drivers.</li> <li>▪ having passengers board before driver to minimise time spent in an enclosed space and opportunities for interactions to occur.</li> <li>▪ adopting digital, prepayment and contactless payment methods wherever possible. If cash is accepted, wash hands thoroughly with soap and water or use hand sanitiser with at least 60% alcohol content immediately after handling cash.</li> <li>▪ asking passengers to handle their own luggage or items unless they physically require assistance. Drivers who must handle passenger items should ensure they wear disposable gloves (and dispose of them after handling) or use hand sanitiser with 60% or higher alcohol content before and after loading or moving passenger items and after glove removal.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ designating areas outside the bus for luggage drop off, allowing driver to load luggage without direct interactions with passengers.</li> <li>▪ if passengers load their own luggage, spreading loading over as many bays as possible to avoid crowding during loading and retrieval.</li> <li>▪ requiring drivers to remain outside buildings (hotels, houses etc) when collecting passengers unless absolutely necessary.</li> </ul>
<p><b>2. Wear masks and PPE</b></p>	
<p><b>Risk assessment and training</b></p>	
<p><b>Ensure passengers and drivers wear a face mask or appropriate face covering</b></p>	<p>Remind passengers of the requirement to wear masks by ensuring a stock of masks is available upon request for passengers who do not have an appropriate mask, or where masks are lost or damaged, where appropriate.</p>

Management Information Systems

3. Good hand hygiene and sanitising	
Hygiene	
<p><b>Where appropriate for passengers, promote the use of hand washing and sanitising and provide facilities to carry this out ensuring adequate supplies of hand soap/sanitiser and paper towels/ are available</b></p>	<p>In areas under bus operator control wherever possible, promote hand hygiene by:</p> <ul style="list-style-type: none"> <li>▪ having hand sanitiser available on buses or immediately before boarding and encouraging passengers to sanitise their hands before and after service.</li> <li>▪ placing hand sanitising stations at locations where queues form, for example, at airports, depots, hotels, malls, service counters, tour stopping points</li> <li>▪ placing visible signs promoting the use of hand sanitising stations</li> <li>▪ reinforcing expected hygiene standards</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning</b></p>	<p>Bus drivers to take advantage of fresh air by:</p> <ul style="list-style-type: none"> <li>▪ increasing time doors are left open during boarding/disembarking to assist in purging air from the vehicle.</li> <li>▪ leaving doors open to assist in purging air in the vehicle while vehicle is waiting for passengers or in between services, if safe to do so.</li> </ul>
<p><b>For passengers - replace high-touch communal items with alternatives or remove items entirely where possible</b></p>	<p>Reduce the number of high touch items passengers are exposed to by:</p> <ul style="list-style-type: none"> <li>▪ removing or reducing access to communally handled items such as brochures or magazines, communal water dispensers, seat back tray tables, curtains, head rest covers</li> <li>▪ having assigned seats or ensuring passengers return to the same seat between stops where appropriate.</li> </ul>
<p><b>Alter operation of buses to minimise the potential for infection spread and cross contamination between drivers</b></p>	<p>Minimise potential for cross contamination by assigning a specific vehicle to each driver to avoid drivers being assigned multiple vehicles or needing to change vehicles during a workday.</p>



4. Keep records and act quickly if workers become unwell	
Record keeping	
<p><b>Establish a process to record the drivers using buses to assist in identifying close contacts if infection does occur.</b></p>	<p>Establish a process to identify close contacts of drivers by:</p> <ul style="list-style-type: none"> <li>▪ asking drivers and workers to complete a health questionnaire before starting their shift that verifies, they:                             <ul style="list-style-type: none"> <li>○ are symptom free?</li> <li>○ have not returned from overseas or share a house with someone who has returned from overseas.</li> <li>○ have not knowingly been in contact with a confirmed coronavirus (COVID-19) case.</li> <li>○ have not been directed to isolate.</li> </ul> </li> </ul>
<p><b>Establish a process to record the attendance of passengers using buses to assist in identifying close contacts if infection does occur</b></p>	<p>Establish a process to identify close contacts of passengers by:</p> <ul style="list-style-type: none"> <li>▪ keeping records of all people and passengers who enter vehicle or use bus services for contact tracing purposes.</li> <li>▪ passenger’s attendance records will be provided by the client where it is a charter.</li> <li>▪ where it is a tour, passenger attendance records will be collected by the operator and checked by driver.</li> <li>▪ passenger attendance records will be made available to appropriate authorities upon request.                             <ul style="list-style-type: none"> <li>○ This system may be paper based, for example, DHHS has a template workplace attendance register: <a href="https://www.coronavirus.vic.gov.au/covidsafe-plan">https://www.coronavirus.vic.gov.au/covidsafe-plan</a>, or consideration could be given to using a QR code or similar touchless record keeping system.</li> <li>○ This data will be maintained and destroyed following relevant privacy laws.</li> </ul> </li> <li>▪ Clearly communicating to passengers what data is being collected, how it will be used and when it will be destroyed.</li> </ul>

<b>5. Avoid interactions in enclosed spaces</b>	
<b>Alterations to bus operators and access</b>	
<b>Reduce opportunities for passengers to interact whilst on buses</b>	Reduce opportunities for passenger interaction by leaving additional seats empty between passengers not traveling together, where possible.
<b>6. Create workforce bubbles</b>	
<b>Segregate workgroups to limit and contain disease transmission</b>	
<b>Create workforce bubbles or segregate your workforce in groups to minimise the likelihood of transmission throughout the entire workforce.</b>	Minimise transmission within the workforce where practicable by: <ul style="list-style-type: none"> <li>▪ developing rosters which divide the workforce into teams that access facilities, vehicles, and areas at defined separate times from another workforce teams.</li> <li>▪ regularly review rosters to ensure there is a minimum number of staff rostered to cover all necessary work functions, as far as practicable</li> <li>▪ recording, drivers' movements where cross-depot activity must occur.</li> </ul>
<b>Review and update work rosters and timetables where possible, to maximise physical distancing controls (where under management control or safety duty/obligation is held)</b>	Maximise physical distancing by ensuring groups of drivers do not mix across different shifts.

----- END -----