

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



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COVIDSafe Plan critical business information.

Business name:

Alpine Spirit Coaches (Snowball Express, Mt Hotham Bus)

Business size:

Small: 40 employees

Total number of drivers and vehicles:

Drivers	25
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	•



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Document Update and Version Control: Refer to below note.

Current Version number:	COVIDSafe-A001
New Version number:	COVIDSafe-A001
Date prepared:	Sunday 24 th January 2021
Date reviewed:	Sunday 24 th January 2021
Next review date:	Monday 26 th July 2021

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

Key coronavirus (COVID-19) control principles

1. Ensure physical distancing.

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
1.1. Physical distancing and space allocation	
<p>1.1.1.Ensure drivers and passengers are 1.5 metres apart as much as possible before embarking and after alighting the bus.</p> <p><i>Note: Unless touring as a whole group on extended tours, where physical distancing and space allocations will then be adapted to the best of our abilities.</i></p>	<p>Minimise the opportunity for people to crowd or cluster by:</p> <ul style="list-style-type: none"> ▪ provide more space where queuing must occur and encourage passengers to maintain 1.5 metres distance while waiting. ▪ Where front door is to be used for boarding, encourage passengers to exit via the rear door, to minimise crowding at the front of the vehicle. ▪ placing suitable markings or instructions indicating direction of boarding and exiting to encourage passengers to follow these instructions. ▪ increasing the time doors are left open during passenger loading to compensate for additional physical distancing requirements. ▪ loading buses from back seats to front seats where appropriate to minimise passengers crowding or bumping into each other. ▪ increasing the number of buses in operation to reduce the total number or passengers on each vehicle – <i>if feasible</i>... ▪ ensuring driver interactions with passengers are minimal and at an appropriate distance wherever possible.
<p>1.1.2.Maintain maximum distance possible between driver and passengers wherever possible</p>	<p>Minimise the opportunity for drivers and passengers to mingle by:</p> <ul style="list-style-type: none"> ▪ modifying the position/seating of passengers, where possible, so that they do not sit directly behind the driver. ▪ allowing additional space between passengers or using alternate rows to minimise interactions between groups of passengers.
<p>1.1.3.Review service protocols to limit contact between drivers and passengers</p>	<p>Reduce contact between drivers and passengers by:</p> <ul style="list-style-type: none"> ▪ changing or eliminating processes that require passengers to hand items to drivers. ▪ placing suitable and practicable markings to create a ‘buffer’ zone around the driver. ▪ having passengers board before driver to minimise time spent in an enclosed space and opportunities for interactions to occur. ▪ 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. <p>installing screens or barriers (sneeze/cough guards) between passengers and drivers where appropriate. Ensure that screens do not interfere with driver’s access to controls or visibility of the road or raise other safety concerns.</p>

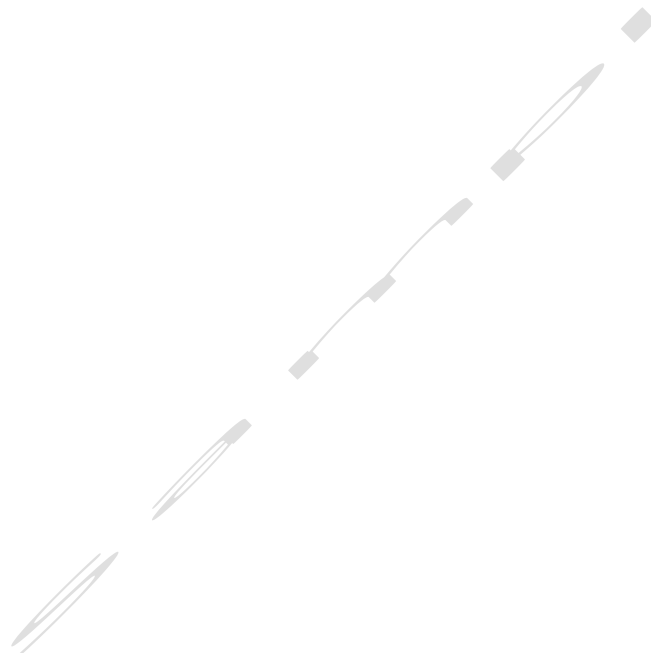
	<ul style="list-style-type: none"> ▪ asking passengers to handle their own luggage or items unless they physically require assistance. Drivers who must handle passenger items should ensure they wear disposable gloves (and dispose of them after handling) or use hand sanitiser with 60% or higher alcohol content before and after loading or moving passenger items and after glove removal. ▪ when practicable, designating areas outside the bus for luggage drop off, allowing driver to load luggage without direct interactions with passengers. ▪ when practicable, if passengers load their own luggage, spreading loading over as many bays as possible to avoid crowding during loading and retrieval. ▪ requiring drivers to remain outside buildings (hotels, houses etc) when collecting passengers unless necessary.
<p>1.1.4. Consider retaining coronavirus (COVID-19) marshals to assist in monitoring and controlling physical distancing and hygiene requirements where practicable and where sufficient number of passengers will be present</p>	<p>COVID marshals may assist by:</p> <ul style="list-style-type: none"> ▪ ensuring that queuing is carried out in a safe and orderly fashion, with appropriate physical distancing in place. ▪ ensuring that face masks are being worn (if required) ▪ ensuring that hand sanitiser (with at least 60% alcohol content) is available and is being used by passengers. ▪ helping with temperature or other health screening mechanisms if required. <p>Additional information and support provided by COVID marshals is on the Victoria Government coronavirus (COVID-19) information website. Follow the links in the appendix of this document.</p>
<p>1.1.5. Communicate changes to bus operations and services to passengers</p>	<p>Keep passengers informed of changes by:</p> <ul style="list-style-type: none"> ▪ ensuring that changes to bus service and operations, as well as health and hygiene requirements are communicated to passengers wherever and whenever possible. ▪ providing updated information ahead of attendance or through digital means ▪ placing signs, posters, digital imagery or other visually clear indicators of changes to service and health advice on and inside buses.

2. Wear masks and PPE

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
2.1. Risk Assessment and training	



<p>2.1.1.Ensure passengers and drivers wear a face mask or appropriate face covering</p>	<p>Reinforce requirement to wear masks by:</p> <ul style="list-style-type: none">▪ Requiring passengers to wear a mask or appropriate face covering before boarding and to continue to wear them for the duration of their trip.▪ ensuring drivers have an adequate face covering, stock of masks to protect themselves.▪ *ensuring a stock of masks is available for passengers who do not have an appropriate mask, or where masks are lost or damaged, where appropriate. <p><i>*Note: it is the responsibility of passengers wishing to use masks supplied by the driver to ensure that the mask on offer is suitable for their own personal requirements and expectations. The driver and the company takes no responsibility when supplying masks to the general public.</i></p> <ul style="list-style-type: none">▪ Drivers or operators (where appropriate) to verify that medical exemptions are held by those unable to wear a mask.
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<p>2.1.2. Provide information to passengers and on correct use, fitting and disposal of face masks and coverings</p>	<p>Assist passengers to comply with mask requirements by:</p> <ul style="list-style-type: none"> ▪ providing guidance to passengers on the appropriate fitting, handling and disposal of face masks through posters, signage or other means ▪ ensuring drivers are trained in the appropriate fitting, handling and disposal of face masks and the circumstances in which they are required. ▪ seeking additional guidance on masks by following the links in the appendix of this document, if necessary.
<p>2.1.3. Provide information, instruction, training, and related communication to drivers on how to use PPE</p>	<ul style="list-style-type: none"> ▪ Information, instruction, training, and related communication need to cover: <ul style="list-style-type: none"> ○ when to use and which PPE is necessary ○ putting on and taking off (donning/doffing) ○ how to properly dispose of single use PPE ○ frequency of changing/replacing PPE. ○ how to thoroughly clean, disinfect and store PPE. ○ guidance that PPE worn for work should not be taken home or shared. ○ providing ongoing instruction and advice on wearing appropriate gloves for performing particular work tasks (e.g., cleaning the vehicle, assisting elderly passengers and handling luggage) ○ promoting the use of mask and face covering requirements/recommendations e.g.: <ul style="list-style-type: none"> ○ fit over the nose and mouth and fit snugly against side of face. ○ secure with ear loops ○ made of cloth, includes multiple layers (3) of fabric. ○ washing hands thoroughly with soap and water or hand sanitiser (containing 60% alcohol content) before putting on, and before and after removing it ○ When wearing a face covering, avoiding touching your face or face covering, as you could contaminate them with germs from your hands. ○ changing your face covering if it becomes damp or if you have touched it ○ continuing to wash hands regularly. ○ changing and washing your face covering daily (or in accordance with DHHS guidance) ○ When drivers choose to wear cloth masks, ensuring they have been provided with information on the appropriate cleaning and care of these items. ○ When appropriate, conducting risk assessments on PPE use and disposal and monitoring, reviewing, and revising control measures to ensure they minimise any associated risks.

3. Good hand hygiene and sanitising

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
3.1. Hygiene	
<p>3.1.1. Promote the use of hand washing and sanitising and provide facilities to carry this out by ensuring adequate supplies of hand soap/sanitiser and paper towels (single use wipes) are available for drivers</p>	<p>Encourage drivers to practise hand hygiene by:</p> <ul style="list-style-type: none"> ▪ advising drivers to wash or sanitise their hands regularly, particularly after any interactions with the general public or in public areas, such as: <ul style="list-style-type: none"> ○ visiting a public establishment such a restaurant or toilet ○ eating ○ refuelling ○ handling luggage ○ assisting a passenger to board or alight. ▪ ensuring that hand sanitiser used contains a minimum of 60% alcohol. ▪ providing all drivers/operators with personal bottles of hand sanitiser with a minimum of 60% alcohol content ▪ providing education to drivers/operators and workers in the use of hand sanitiser and hand washing ▪ making hand sanitiser stations and refill locations available at all suitable depots ▪ providing rubbish bags for drivers to use during service for the disposal of tissues, disposable PPE, and other cleaning / sanitiser wipes. Rubbish bags are to be disposed of in dedicated area(s) (or via general waste) at the end of each service.
<p>3.1.2. 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</p>	<p>In areas under bus operator or driver control, promote hand hygiene by:</p> <ul style="list-style-type: none"> ▪ having hand sanitiser available on buses or immediately before boarding and encouraging passengers to sanitise their hands before and after service. ▪ placing hand sanitising stations at locations where queues form, for example, at airports, depots, hotels, malls, service counters, tour stopping points ▪ placing visible signs promoting the use of hand sanitising stations ▪ reinforcing expected hygiene standards
<p>3.1.3. Where possible: enhance airflow by opening windows and adjusting air conditioning</p>	<p>Bus drivers to take advantage of fresh air by:</p> <ul style="list-style-type: none"> ▪ leaving window(s) open wherever possible ▪ adjusting air conditioning to improve fresh air flow within the vehicle (do not recirculate the air) ▪ increasing time doors are left open during boarding/disembarking to assist in purging air from the vehicle.

	<ul style="list-style-type: none"> ▪ 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.
<p>3.1.4. For drivers - replace high-touch communal items with alternatives or remove items entirely where possible</p>	<p>Reduce number of high touch items drivers are exposed to by:</p> <ul style="list-style-type: none"> ▪ requiring all drivers to have their own supply of: <ul style="list-style-type: none"> ○ hand sanitiser bottle(s) ○ sanitising wipes ○ rubbish/waste bags for used PPE, tissues, and potentially contaminated items. ○ PPE including gloves and disposable face masks. <p><i>Note: These items are not to be shared with passengers or other drivers.</i></p> <ul style="list-style-type: none"> ▪ Instructing drivers not to share other communal items or tools wherever possible, for example, mobile phones, seat cushions.
<p>3.1.5. For passengers - replace high-touch communal items with alternatives or remove items entirely where possible</p>	<p>Reduce number of high touch items passengers are exposed to by:</p> <ul style="list-style-type: none"> ▪ altering any doors or buttons to be touchless operation, where possible ▪ removing or reducing access to communally handled items such as brochures or magazines, communal water dispensers, seat back tray tables, curtains ▪ having assigned seats or ensuring passengers return to the same seat between stops where appropriate
<p>3.1.6. Alter operation of buses to minimise the potential for infection spread and cross contamination between drivers</p>	<p>Minimise potential for cross contamination by:</p> <ul style="list-style-type: none"> ▪ assigning a specific vehicle to each driver to avoid drivers being assigned multiple vehicles or needing to change vehicles during a workday.
<p>3.2. Health and wellbeing of workers</p>	
<p>3.2.1. Establish risk-based system to screen drivers and passengers before accessing the bus services</p>	<p>Manage risks posed by drivers and passengers by:</p> <ul style="list-style-type: none"> ▪ 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. ▪ checking the drivers' temperatures when they attend the depot for work. ▪ telling passengers (wherever possible) and drivers that they must declare if they are unwell or have been in contact with infected persons before or after travel. This will allow appropriate additional controls to be used or service denied. <p>If a driver has become unwell:</p> <ul style="list-style-type: none"> ▪ ensure that the driver does not return to work until they have fully recovered from the illness. The owner/operator (where relevant) will ask a driver who has experienced COVID-19 symptoms to get tested and only return to work when they receive a negative result or complete any medically recommended isolation requirements.



	<ul style="list-style-type: none"> ▪ establish a procedure for when a driver is unwell and suspected of having coronavirus (COVID-19), such as: <ul style="list-style-type: none"> ○ isolate the person. ○ seek advice and assess the risks. ○ coordinate appropriate transport. ○ clean and disinfect contaminated items and areas. ▪ notify DHHS, WorkSafe Victoria, and TSV immediately. Ensure internal reporting is carried out as per section 4.3.4 of this plan. ▪ require a driver to stay away from work until they receive a medical clearance certificate from a doctor or DHHS confirming they are no longer infectious and can cease self-isolation. The owner/operator, where appropriate, should be notified that the driver is able to return to work. ▪ when appropriate conduct risk assessments on transport arrangements for confirmed positive cases, cleaning and disinfection requirements and PPE usage. ▪ monitor, review and revise control measures to ensure they minimise any associated risks.
<p>3.2.2. Develop policy, guidance, and support to assist in maintaining the health and wellbeing of drivers/operators and workers during the coronavirus (COVID-19) pandemic.</p>	<p>Maintain the health and wellbeing of staff by:</p> <ul style="list-style-type: none"> ▪ Providing resources, tools, and tips for staying mentally and physically healthy during the coronavirus (COVID-19) pandemic ▪ Supporting the psychological and physical wellbeing of drivers/operators and workers (including contractors) during the coronavirus (COVID-19) pandemic ▪ Providing isolation support and creating workplace communication tools to improve and maintain social contact between drivers,
<p>3.3. Cleaning and Sanitising</p>	
<p>3.3.1. Institute a risk-based cleaning protocol which follows relevant state and legislative requirements</p>	<p>Develop a risk-based cleaning protocol by:</p> <ul style="list-style-type: none"> ▪ having a procedure in place for cleaning and disinfecting bus/buses between services and at the end of shifts ▪ conducting a deep clean of the vehicle following industry best practice guidance if the bus has been used to transport a suspected or confirmed coronavirus COVID-19 cases. ▪ ensuring that no one enters the bus before it is cleaned in accordance with coronavirus COVID-19 cleaning. ▪ displaying signage to advise a new passenger or other non-authorized person that the vehicle has not been cleaned and they should not enter. ▪ establishing task observations as a critically important best practice control because of the consequences of inadequate/improper cleaning and disinfection for coronavirus (COVID-19). The task observation will verify that drivers/operators are following set instructions and performing the task safely.

	<ul style="list-style-type: none"> ▪ ensuring chemicals/products being used for coronavirus (COVID-19) cleaning/disinfection are listed in the Therapeutic Goods Administration (TGA) database ▪ conducting risk assessments of cleaning/disinfection requirements and PPE usage, and monitor, review, and revise control measures to ensure they minimise any associated risks. ▪ Additional information on cleaning chemicals, high touch points and cleaning risks is available. Follow the links in the appendix.
<p>3.3.2.Ensure adequate supplies of cleaning products, including detergent and disinfectant as well as PPE for cleaning activities</p>	<p>Maintain supplies of necessary infection control products by:</p> <ul style="list-style-type: none"> ▪ establishing a centralised system for bulk ordering of supplies accessible to all drivers/operators. ▪ ensuring supply chain has been confirmed so an adequate supply for drivers/operators can be maintained. ▪ ensuring additional cleaning supplies, such as disinfectant wipes, have been provided to drivers/operators for adequate cleaning for the safety of the passengers.
<p>3.3.3.Institute a cleaning and sanitising protocol for drivers to minimise cross contamination and minimise driver to driver infection risks</p>	<p>Minimise cross contamination and infection by:</p> <ul style="list-style-type: none"> ▪ establishing cleaning protocols to be established when a driver transfers from one vehicle to another. ▪ ensuring cleaning is carried out at the beginning and end of a drivers' shift. ▪ ensuring cleaning is directed towards identified high touch points such as door handles, keys, steering wheel, switches/buttons, and communication devices.

4. Keep records and act quickly if workers become unwell.

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
<p>4.1. Record keeping</p>	
<p>4.1.1.Establish a process to record the drivers using buses to assist in identifying close contacts if infection does occur</p>	<p>Establish a process to identify close contacts of drivers by:</p> <ul style="list-style-type: none"> ▪ maintaining records of all drivers using each bus, including their contact details, dates, times and routes taken ▪ maintaining records of all drivers who are working for multiple bus operators. ▪ asking operators/drivers and workers to complete a health questionnaire before starting their shift that verifies, they: <ul style="list-style-type: none"> ○ are symptom free (via a declaration) ○ have not returned from overseas or share a house with someone who has returned from overseas.



	<ul style="list-style-type: none"> ○ have not been in contact with a confirmed coronavirus (COVID-19) case. ○ have not been directed to isolate. ▪ requiring operator to maintain up-to-date contact details for all drivers/operators and workers including protocols for collecting and storing information. ▪ ensuring that relevant public health orders are checked frequently in the event that this guidance is altered.
<p>4.1.2. Establish a process to record the attendance of passengers using buses to assist in identifying close contacts if infection does occur</p>	<p>Establish a process to identify close contacts of passengers by:</p> <ul style="list-style-type: none"> ▪ keeping records of all people and passengers who enter vehicle or use bus services for contact tracing purposes as per legislative requirements. ▪ Passengers attendance records will be collected by operators and checked by drivers where appropriate when entering the bus and made available to appropriate authorities upon request. <ul style="list-style-type: none"> ○ This system may be paper based, but consideration should be given to using a QR code or similar touchless record keeping system. ○ This data will be maintained and destroyed following relevant privacy laws. ▪ Clearly communicating to passengers what data is being collected, how it will be used and when it will be destroyed. ▪ ensuring that relevant public health orders are checked frequently in the event that this guidance is altered or contact tracing information is no longer required.
<p>4.1.3. Business and vehicle owners to maintain records of high touch surfaces cleaning carried out</p>	<p>Maintain records of high touch surfaces by:</p> <ul style="list-style-type: none"> ▪ ensuring there is a system which records when cleaning activities are carried out and is available upon request by DHHS, TSV or an appropriate authority. <ul style="list-style-type: none"> ○ keep cleaning records for one (1) year. ○ take reasonable steps to support drivers/operators with these responsibilities.
<p>4.2. Training</p>	
<p>4.2.1. Establish risk-based training for drivers/operators</p>	<p>Bus operators establish risk-based training by:</p> <ul style="list-style-type: none"> ▪ providing information, instruction, training, communication and, wherever possible, supervision on how the risks of coronavirus (COVID-19) are to be managed when transporting passengers (including high risk passengers) and ensuring all processes and procedures are applied by the operators/drivers. ▪ having a notification procedure confirming who the responsible persons are for notifying DHHS, WorkSafe Victoria, TSV, health and safety representatives as well as managers, drivers/operators, passengers (if

	<p>applicable), and other close contacts in the event of a confirmed positive COVID-19 case.</p> <ul style="list-style-type: none"> ▪ ensuring any training and information provided is suitable for the technical understanding of the audience, and in an appropriate language for the audience if English is a second language.
<p>4.2.2. Provide appropriate information, instruction, training and communication to drivers on coronavirus (COVID-19)</p>	<p>Inform, instruct, train, and communicate with drivers by:</p> <ul style="list-style-type: none"> ▪ providing information, instruction, training, and communication to drivers on coronavirus (COVID-19) in appropriate formats and languages which are easy to understand. ▪ ensuring information, instruction, training, and related communication needs cover: <ul style="list-style-type: none"> ○ signs and symptoms of coronavirus (COVID-19) ○ risks for workplace exposure ○ hand hygiene including between services. ○ cough and sneeze etiquette ○ putting on and taking off PPE ○ cleaning and disinfecting ○ steps they should take if they become unwell with coronavirus (COVID-19) like symptoms. ▪ establishing a policy for managing any drivers/operators and workers who have not completed, or refuse to participate in, coronavirus (COVID-19) training such as denying drivers access to the workplace or authorisation to perform work activities. ▪ carrying out a vulnerable worker’s risk assessment following guidance provided by SafeWork Australia where appropriate. Additional guidance on vulnerable workers is available from the links at the end of this document
<p>4.2.3. Provide training to workers on physical distancing expectations while working and socialising</p>	<p>Train workers on physical distancing by:</p> <ul style="list-style-type: none"> ▪ educating drivers on strategies and work practice changes to maintain physical distancing. • Additional guidance on physical distancing is available from the links at the end of this document.
<p>4.3. Responding to a suspected or confirmed coronavirus (COVID-19) case</p>	
<p>4.3.1. Prepare to assist DHHS with contact tracing and providing driver / operator and passenger records to support contact tracing</p>	<p>Assist DHHS with contact tracing records by:</p> <ul style="list-style-type: none"> ▪ following the guidance provided by DHHS and SafeWork Australia available from the links at the end of this document. ▪ having a business continuity plan, if appropriate, which covers the impacts of an outbreak and the potential closure of the workplace. ▪ following protocols for managing suspected or confirmed coronavirus (COVID-19) case(s) and assisting with contact tracing outlined in DHHS and SafeWork Australia resources available from the links at the end of this document.

	<ul style="list-style-type: none"> ▪ conducting risk assessments, when appropriate, as per DHHS and SafeWork Australia cleaning and closure requirements ▪ centrally maintaining records of suspected or confirmed COVID-19 cases and storing them in security access-controlled drives or locations. ▪ requiring operators and drivers to work collaboratively with DHHS contact tracing teams, provide information as requested and comply with all directions issued. ▪ ensuring passenger, driver and operator attendance records are maintained for a period of one (1) year and made available, on request, to DHHS, SafeWork Australia or a relevant authority. ▪ ensuring that relevant public health orders are checked frequently in case this guidance is altered or contact tracing information is no longer required.
<p>4.3.2. Prepare for how you will manage a suspected or confirmed case in a driver or passenger during work hours</p>	<p>Prepare to manage a confirmed case by:</p> <ul style="list-style-type: none"> ▪ following coronavirus (COVID-19) case management guide provided by SafeWork Australia and available from links at the end of this document. ▪ providing this advice to operators and drivers on appropriate actions to take for example: <ul style="list-style-type: none"> ○ determining who and what areas of the bus or site and may have been impacted by the suspected or confirmed case of COVID-19. ○ isolating the exposed individuals and preventing further access to affected areas. ○ cleaning the area following advice provided by DHHS and SafeWork Australia documents and/or engaging a suitably qualified commercial cleaning company to carry out a deep clean of identified areas.
<p>4.3.3. Prepare to notify workforce and passengers of a suspected case of coronavirus (COVID-19)</p>	<p>Notify workforce and passengers of a suspected case by:</p> <ul style="list-style-type: none"> ▪ establishing a robust procedure and communication process specific to preparing for, and responding to, a suspected or confirmed case of COVID-19. <ul style="list-style-type: none"> ○ ensuring this information is communicated and made available to drivers/operators and workers. For example, if passengers begin to feel unwell or show symptoms of coronavirus (COVID-19), and report they are unwell, the driver will contact the appropriate nominated responsible person within the business and a record will be kept of this notification for 28 days. ○ This notification will be updated once a coronavirus (COVID-19) test result is obtained. ○ The outcome of test results will trigger further controls if necessary, and notification of relevant authorities where appropriate, e.g., DHHS, WorkSafe Victoria, TSV.



	<ul style="list-style-type: none"> • requiring a driver who becomes unwell to report this to the appropriate nominated responsible person within the business immediately who will make a record of this notification and keep it for 28 days. <ul style="list-style-type: none"> ○ This notification will be updated once a COVID-19 test result is obtained. ○ The outcome of test results will trigger further controls if necessary, and notification of relevant authorities where appropriate, e.g., DHHS, WorkSafe Victoria, TSV. • ensuring that relevant public health orders are checked frequently in the event that this guidance is altered. <ul style="list-style-type: none"> ▪ ensuing the procedure and communication process for responding to a suspected or confirmed case aligns with DHHS requirements. ▪ requiring owner or operator, under guidance from DHHS, to inform affected drivers and passengers of their potential exposure, and provide clear actions and guidance including any need to self-isolate, to be tested for coronavirus (COVID-19) and to monitor symptoms as appropriate. ▪ providing support and information to those affected regarding necessary actions and details of appropriate health care providers and support service.
<p>4.3.4. Prepare to immediately notify DHHS, WorkSafe Victoria, and TSV if you have a confirmed coronavirus (COVID-19) case at your workplace</p>	<p>Respond to confirmed coronavirus (COVID-19) cases by:</p> <ul style="list-style-type: none"> ▪ notifying DHHS, WorkSafe Victoria, and TSV immediately if you receive a confirmed positive test result from drivers, passengers or people attending the workplace. ▪ ensuring internal reporting is carried out with clear contact information. When preparing to report, ensuring you have the following information at hand: <ul style="list-style-type: none"> ○ the driver ID. ○ passenger manifest/lists ○ the date you believe the driver was infected. ○ where the driver believes they may have been infected ○ any other requested contact tracing information requested. ▪ ensuing the procedure and communication process for responding to a suspected or confirmed case aligns with DHHS requirements. ▪ ensuring that relevant public health orders are checked frequently in the event that this guidance is altered. ▪ requiring owner or operator under guidance from DHHS to inform affected drivers and passengers of their potential exposure and provide clear actions and guidance, including any need to self-isolate, to be tested for coronavirus (COVID-19) and to monitor symptoms as appropriate. ▪ providing support and information to those affected regarding necessary actions and details of appropriate health care providers and support service.



<p>4.3.5. Evaluate hazards and determine if cleaning, disinfecting, and sanitising tasks are adequate or require additional controls</p>	<p>Evaluate hazards and establish adequate cleaning regime by:</p> <ul style="list-style-type: none"> ▪ employing qualified cleaning provider to clean, disinfect and sanitise (if required) ▪ obtaining written cleaning, disinfecting, and sanitising procedures from deep cleaning contractor ▪ confirming that the disinfectant used is on the TGA list of virucidal products (or is an approved disinfectant with coronavirus (COVID-19) claims. <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"> ○ contain bleach, alcohol, or hydrogen peroxide, if possible ○ contain anti-viral or anti-bacterial product if the above products are not available. <ul style="list-style-type: none"> ▪ using vehicle and equipment manuals to help you choose products that reduce risk of damage – for example, touch screen device manuals. ▪ ensuring that the disinfectant products used are at the appropriate concentration and applied for the appropriate contact time. ▪ obtaining sign-off from the cleaning contractor to provide to DHHS.
<p>4.3.6. Confirm that your workplace can safely re-open and workers, drivers/operators can return to work</p>	<p>Safely re-open your workplace by:</p> <ul style="list-style-type: none"> ▪ recommissioning the bus for use once the relevant cleaning has been undertaken, following the isolation of all close contacts, and with permission of DHHS.



5. Avoid interactions in enclosed spaces.

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
5.1. Alterations to bus operation and access	
5.1.1.Alter operation of buses to minimise the potential for infection spread and cross contamination between drivers	Minimise potential for spreading infection by: <ul style="list-style-type: none"> ensuring buses are vacated and cleaned before next driver takes control of the vehicle.
5.1.2.Minimise the opportunity for passengers to cluster whilst embarking and alighting	Minimise the opportunity for passengers to mingle by: <ul style="list-style-type: none"> increasing the number of buses in operation to reduce the total number or passengers waiting to be picked up. providing clear markings or indicators of where and how to queue to provide adequate space for waiting passengers
5.1.3.Reduce opportunities for passengers to interact whilst on buses	Reduce opportunities for passenger interaction by: <ul style="list-style-type: none"> increasing the number of buses in operation to reduce the total number or passengers on each vehicle. leaving additional seats empty between passengers not traveling together, where possible. Ensure that relevant public health orders are checked frequently in the event that this guidance is altered.
5.1.4.Minimise contact between the driver and passengers	Minimise contact between driver and passenger by: <ul style="list-style-type: none"> modifying the position/seating of passengers (where possible) so that passengers do not sit directly behind the driver. modifying bus access to accommodate rear door boarding to minimise interactions with driver, where possible loading passengers onto the bus filling the back seats first and filling towards the front of the bus to minimise crowding for seats, where possible disembarking passengers from the front of the bus first placing perspex or similar type screen between the driver and passengers to reduce contact and transfer of respiratory droplets. ensuring drivers do not enter buildings when collecting passengers unless necessary.

6. Create workforce bubbles.

Requirements and guidance	Actions to control transmission of coronavirus (COVID-19)
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6.1. Segregate workgroups to limit and contain disease transmission	
<p>6.1.1. Create workforce bubbles or segregate your workforce in groups to minimise the likelihood of transmission throughout the entire workforce</p>	<p>Minimise transmission within the workforce by:</p> <ul style="list-style-type: none"> ▪ developing rosters which divide the workforce into teams that access facilities, vehicles, and areas at defined separate times from other workforce teams. ▪ keeping records of groups of drivers and workers rostered on the same shifts at a single worksite and ensuring there is no overlap of drivers and workers during shift changes. ▪ developing driver rosters (where possible) to eliminate or reduce frequent cross-depot activity. ▪ recording, drivers' movements where cross-depot activity must occur. <ul style="list-style-type: none"> ○ <i>for example, record arrival and departure times, purpose of attendance or person/s met to assist in contact tracing if required.</i> ▪ instructing drivers moving buses between depots not to enter the office areas, if possible ▪ employing systems to allow drivers to access office support, rostering, etc remotely, if possible ▪ capturing depot and/or worksite attendance (including any irregular cross-depot activity) through a depot attendance record system (electronic or paper-based attendance) ▪ maintaining records of drivers who live with each other, or travel together, and ensure that they attend the same shift to minimize cross contamination between workgroups.
<p>6.1.2. Review and update work rosters and timetables where possible, to maximise physical distancing controls (where under management control or safety duty/obligation is held)</p>	<p>Maximise physical distancing by:</p> <ul style="list-style-type: none"> ▪ staggering start and finish times shifts and break times, to reduce use of common areas such as lunchrooms and bathroom facilities at the same time. ▪ encouraging drivers to minimise time in shared facilities when taking breaks. ▪ ensuring groups of drivers do no mix across different shifts.

Appendix 1 Key weblinks and information

Safe Work Australia information on COVID-19 disease spread, health and hygiene guidance and resource kit:

safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/hygiene

safeworkaustralia.gov.au/collection/covid-19-resource-kit

DHHS Fitted Face Coverings and Masks at Work COVID-19 Safety Instruction: dhhs.vic.gov.au/face-masks-work-covid-19

Safe Work Australia COVID-19 Vulnerable Workers Information: safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/delivery-drivers/vulnerable-workers

DHHS Information and advice for businesses who have a confirmed case of coronavirus (COVID-19) in the workplace:

dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19

Safe Work Australia advice for businesses who have a confirmed case of coronavirus (COVID-19) in the workplace:

safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic

Safe Work Australia COVID-19 “Cleaning to prevent the spread of COVID-19” guide:

safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19

Safe Work Australia COVID-19 cleaning checklist:

safeworkaustralia.gov.au/doc/cleaning-checklist-covid-19

Victorian Government Coronavirus information website, COVID Marshall advice:

coronavirus.vic.gov.au/covid-marshals

END