

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Pughouse Studios_____

Site location: 36/3 Matisi St, Thornbury VIC 3071_____

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Hand sanitizer at entry door and in Control Room. Liquid hand soap and paper towels in toilet.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	UV-C disinfection installed in A/C system. Opening of doors between recording encouraged.
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.	Face masks to be worn when possible. Surgical masks available upon entry.
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).	
Replace high-touch communal items with alternatives.	

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Areas of high touch, including piano keyboard, microphones (handheld), microphone stands, door handles, headphones, headphone monitoring stations will be cleaned and sanitised at the end of sessions. Microphone pop filters and microphone wind foams will be sanitised.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Provided.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	n.a.
Establish a system that ensures staff members are not working across multiple settings/work sites.	n.a.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Enquiry regarding health prior to session via email and upon entry.
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	For more information please refer to 'Pughouse Studios Floor Plan 2': Studio (4 musicians), Iso Room (2 musicians), Control Room (5 musicians incl engineer)
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Physical distancing considerations will apply when setting up the sessions (positions of microphones, music stands, chairs).
Modify the alignment of workstations so that employees do not face one another.	n.a.
Minimise the build-up of employees waiting to enter and exit the workplace.	
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	n.a.
Review delivery protocols to limit contact between delivery drivers and staff.	n.a.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	n.a.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule .	Clients will be advised when entering premises.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	QR code displayed on entry door, two entry doors to the studio.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	QR Code, record of attending clients (calendar and emails)
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	
Prepare to notify workforce and site visitors of a confirmed or suspected case.	All clients attending are recorded and emails collected.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	
Confirm that your workplace can safely re-open and workers can return to work.	