



COVIDSafe Plan

Business name: The Buddhist Society of Victoria Inc.

Plan completed by: BSV Committee

Date approved: 18 December 2020

Approved by: BSV Committee

Date reviewed: 23rd April 2021

The Buddhhaloka Centre, 71 Darling Road, Malvern East VIC 3145

The Meditation Hall and Library will be open to the public only for teaching and specified events

1. Ensure physical distancing

Signage on sanitation and physical distancing posted in public areas.

- Signs displayed to show visitor limits at the entrance where limits apply

Marshalls present to direct and monitor visitors to the Centre whenever it is open for an event or teaching programme to ensure adherence to physical distancing rules.

Traffic flow into & out of the Centre, including meditation hall, library and toilet facilities established to facilitate a system that is as contactless as possible, quick to enter/exist and maintain 1 meter physical distancing rule

- Visitors directed to enter via front entrance door and exit from the sliding door
- Posters displayed to indicate minimum physical distancing to toilets
- Entry sign displayed on the Front Door (facing Darling Road)
- Exit sign displayed on the Sliding Door
- Queue control bollards in place to direct entry traffic into the Centre

Seating arrangements in the Meditation Hall

- Chairs, cushions and stools have been pre arranged to adhere to the 1.5 square meter physical distancing requirements.
- Meditation mats and excess furniture have been cordoned off with appropriate signs to prevent use

Library space

- Similar arrangements as the Meditation Hall

Monitoring traffic flow outside the Buddhaloka Centre

- Marshalls on duty during opening hours to monitor and minimise build-up of people waiting to enter the Centre
- Marshalls will ensure minimum physical distancing
- Protocols to limit contact between delivery drivers and volunteers established

AV Technical support team

- Guidelines established for volunteers to ensure there is no more than one team member per 1.5 square meters in enclosed workspace (AV room in Meditation Hall & Office)

Meditation Hall Capacity and Monitoring

- Monitoring station established at the front door for registering visitors via QR code/online registration form (minimize physical contact)
- Marshalls will direct overflow to the Library.

Provide training to volunteers on physical distancing expectations while working and socialising.

- Volunteers informed to follow current public health directions and stay home if unwell, get tested, and isolate until they receive a negative result.
- Induction - Full run through conducted of protocols and procedures with Committee members, Monastics and volunteers of the BSV COVID plan

Close Buddhaloka Centre kitchen to eliminate food/drink consumption

- Kitchen cordoned off with appropriate tape/barrier
- Signs placed on fridge, microwave and cupboards to prevent use
- Bottled water, hand sanitiser placed on table in the kitchen for visitor use when the Centre is open for public events and teaching programme

2. Wear a face covering

All volunteers and visitors entering the Centre are encouraged to wear a face covering as per public health advice, with some exceptions as stated by the Victorian Government

- Adequate face coverings provided to visitors and volunteers that do not have their own
- Volunteers provided training, instruction and guidance on how to correctly fit, use and dispose of facemasks
- Volunteers informed that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
- Disposable face masks will be distributed by BSV volunteers at the registration desk to minimise handling by visitors

3. Practise good hygiene

Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as tables, chairs, doorknobs, telephones and toilet facilities

- Commercial cleaner (HouseProud Cleaning) engaged to clean the ground floor (excluding

office) of the Centre.

- Surfaces cleaned with appropriate cleaning products, including detergent and disinfectant
- Where possible to do so, high-touch communal items replaced with hygienic, single-use or contactless alternatives
eg: bottled water
- Hand sanitiser provided for volunteers and visitors throughout the Centre
- Adequate stocks of liquid soap, hand sanitiser and paper wipes maintained
- Regular audit conducted of stocks
- Signs displayed to encourage regular handwashing and good hygiene practices
- Cleaning log/register maintained on-line (Meditation Hall, Library, toilet facilities)

4. Keep records and act quickly if a volunteer/visitor become unwell

Keep records of all people who enter the Buddhaloka Centre for contact tracing - virtual/physical

- QR Code poster available at the registration table at the Centre to aid contactless registration. Marshalls on duty also have laminated copies of the QR code to aid with crowd management

<https://drive.google.com/file/d/1sGp3RherQli9NPLLTsdvrsn7BalvLk49/view?usp=sharing>

- Record Keeping requirements via QR code have been communicated to the community via the BSV Weekly Newsletter and information sheet posted on Noticeboard at the Centre. It states that it is a mandatory requirement for every person attending the Centre for longer than 15 minutes.
Reason : These records will help with any future contact tracing that may be necessary in slowing the spread of coronavirus (COVID-19).
- Volunteers will explain how to scan the QR code, via a smartphone camera or QR code scanner app. and will be prepared to help those who may be unfamiliar with QR code technology and be mindful to remain COVIDSafe.
- In addition, the BSV has a backup manual registration form.
<https://docs.google.com/document/d/18FZDUSrYkf-x7E0ULy8JOW46Xtz3a6fUcaSkSY0Mt9E/edit?usp=sharing>
Nominated committee members will administer the manual attendance registers and cleaning logs.
- The BSV will support the volunteer to get tested and stay home even if they only have mild symptoms.
- If a case has been reported, a nominated Committee Member will contact volunteers, Committee Members and monastics who were present during the suspected event date and time.

Business contingency plan to manage any outbreaks -

- Process in place to respond to a volunteer being notified they are a positive case while at the the Centre, noting volunteers who show symptoms or have been in close contact and to inform them they should NOT attend the Centre until they receive their test results
- Process in place to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Process in place to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at the Centre
- Process in place to identify and notify close contacts in the event of a positive case

- attending the Centre during their infectious period
- Nominated committee members will contact all visitors/volunteers in collaboration with DHHS.
- Process established to clean the Centre (or part) in the event of a positive case
- Process in place in the event that the BSV has been instructed to close by DHHS
- Established process to reopen the Centre once agreed by DHHS and notify volunteer they can return to the Centre

5. Avoid interactions in enclosed spaces

Visitors informed that physical interactions are encouraged outside the Buddhaloka Centre due to limited space within the building.

Carpark or Vihara garden will be utilised for this purpose, keeping 1.5 meter physical distancing at all times

- Airflow enhanced by opening windows and doors - wherever possible, windows and fire exit door in the Meditation Hall will be kept open when space is in use.
- Entrance door (facing Darling Road) and/or sliding door kept open during Centre events, teaching programme
- Optimise fresh air flow in air conditioning system
- Windows in the Library will be kept open when in use
- Windows in the toilets (ground floor and library) will be kept open during Centre events

Communal lunch area (Vihara Kitchen and back porch/garden area)

- Donors encouraged to provide food in disposable containers
- Hand sanitiser, paper towels, liquid hand wash provided
- Strict protocols established to adhere to food handling, which include wearing face coverings and gloves at all times
- Protocols established to change gloves regularly and wash hands often
- Strict control of food handling/serving by volunteers
- Only authorised volunteers have access to Vihara Kitchen area
- Outside eating area - strict adherence to 1.5 square meter physical distancing rules by pre-arranging chairs and tables
- Only disposable plates, cutlery and cups will be used during shared meal
- Beverage Point - individual portions on offer - tea bags, coffee sachets, sugar tubes and individual milk portions, stirrers, tongs, disposable cups. Volunteers available to guide and monitor adherence to COVID protocols
- Regular cleaning by volunteers

6. Create workforce bubbles - Office volunteers, Dhamma School teachers, Teens Group, CITYZEN, AV Team, Committee members

Review processes to maintain up-to-date contact details for all volunteers

Maintain records of all volunteers who have disclosed that they reside with another volunteer and

ensure that there is no crossover between shifts.

Maintain records of all volunteers who have disclosed that they are working for different employers across more than one work premises.

Maintain a record of all volunteers who enter the Centre for contact tracing

- Process established to collect records of volunteer attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the Centre accessed during each shift or visit.
<https://drive.google.com/file/d/1zcLrv8cb7ppPv291w0BdQuTWFGMot1Sc/view?usp=sharing>
- Volunteers complete a health questionnaire before starting their shift
<https://drive.google.com/file/d/1jF9aA8Z7VkkyRkRGw3O0f7S6u-NFu2bP/view?usp=sharing>
- Information provided on protocols for collecting and storing information
- Established protocols for volunteers who enter the Centre outside normal teaching programmes including strict adherence to rules and regulations.
- Checklist in place to comply with relevant density quotient when attending the Centre

Ensure physical distancing

Provide training to volunteers on physical distancing expectations while working and socialising

- Volunteers informed to follow current public health directions when carpooling
- Volunteers advised to work from home wherever possible
- Reinforced that physical distancing needs are to be maintained during work and during social interactions
- Reinforced the importance of not attending work if unwell
- Volunteers in attendance at the workplace regularly assessed to determine whether they are required to be there
- Start and finish times, shifts and break times will be staggered to reduce use of common areas at the same time

Wear a face covering

Ensure all volunteers entering the Centre and Viahara wear a face covering as per public health advice.

- Identify face coverings required and describe when and how they need to be worn
- Adequate face coverings provided to volunteers that do not have their own
- Volunteers informed of protocols if using cloth masks
 - cloth masks should be washed each day after
 - if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately
- Monitor use of face coverings, unless a lawful exception applies

Practise good hygiene

Frequent and regular cleaning and disinfecting shared spaces, including high-touch communal items such as PCs, keyboards, workstations, printers, doorknobs and telephones.

- Volunteers requested to register and complete:
HHA Work Safe-And-Clean Module <https://www.hha.org.au/online-learning/hha-work-safe-clean>
- DHHS - COVID-19 Infection control training
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Once completed, certificate of completion to be submitted to nominated BSV committee member
- Provide/ monitor Supplies of cleaning products provided, monitored and regularly restocked
- Information provided on how to wash and sanitise their hands correctly
- Surfaces cleaned with appropriate cleaning products, including detergent and disinfectant
- Where possible to do so, high-touch communal items replaced with hygienic, single-use or contactless alternatives
eg: bottled water
- Shared coffee and condiments swapped for single serve sachets, bring your own cup/glass/plate/cutlery, bottled water provided
- Volunteers finishing a shift informed surfaces/equipment used in the office must be cleaned before leaving
- Hand sanitiser stations provided in office and Library
- Rubbish bins (with pedal to open lids) provided to dispose paper towels, face tissues etc in the Office & Library
- Access to cleaning log in shared space made available
- Regular audit of cleaning schedules established

Keep records and act quickly if workers become unwell

Established process for notifying volunteer coordinators, volunteers and close contacts about a positive case at the Buddhhaloka Centre

- Cora Thomas - Volunteer Coordinator (corak@bigpond.com)
- Cindy Yeo - Senior Office Volunteer (cindianayeo@gmail.com)
- Shrinika Wijekoon - Teens Group Lead (shrinikaw@gmail.com)
- Mario De Alwis - CITYZEN President (mario_sheran@hotmail.com)
- Trevor and [Suzanne Palmer-Holton](#) - Dhamma School Leads

Established a cleaning process in the event of a positive case.

Established process and responsibility for notifying DHHS, WorkSafe - Nominated Committee member/s.

Established process for confirming a volunteer (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite

Established a process for notifying Worksafe that the site is reopening

Avoid interactions in enclosed spaces

Reduce the amount of time volunteers spend in enclosed spaces.

Protocols in place to:

- Enable working in outdoor environments

- Enhance airflow by opening windows and doors
- Optimise fresh air flow in air conditioning systems
 - ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift (Office and Library)