

COVIDSafe Plan

Location: Multi Dwelling Residential Buildings

Business Name: Unison Housing Ltd
 Completed By: Quality Officer, Risk & Compliance
 Approved By: Chief Executive Officer
 Version No.: 1.0
 Version date: 25 May 2021

This plan has been developed for multi-dwelling residential buildings owned or managed by Unison. The plan applies to common areas including access points, lifts, foyers and hallways, as well as shared facilities such as shared laundries, dining and meeting areas. The plan follows the COVIDSafe principles and is available to view on our website.

For multi dwelling residential buildings where an office or commercial tenant is located onsite, a separate and specific CovidSafe Plan will apply for that workplace.

1 Practise Physical Distancing

Density Quotient	
Requirement	Action
Density quotient must be applied to configure publicly accessible spaces; There is no more than one member of the public per two square meters of publicly available space indoors	In shared spaces, each area has been tested in line with density limits and maximum occupancy signage displayed to facilitate compliance. Furniture in common areas and meeting rooms arranged to meet physical distancing and density quotient requirements
Physical Distancing	
Requirement	Action
Physical distancing expectations apply in shared areas of multi dwelling buildings. Where possible, residents and visitors must be 1.5m apart. This can be done by; <ul style="list-style-type: none"> • Displaying patron limit signs where limits apply • Using floor markings to provide minimum physical distancing guides 	Floor markings have been installed in high traffic areas so that residents, visitors and workers are 1.5 metres apart as much as possible. Messaging to residents, visitors and workers (including employees, volunteers and contractors) regarding the importance of complying with public health directions via: <ul style="list-style-type: none"> • Signage in common areas • Website (special coronavirus section) • Tenant letters, SMS, newsletters • Direct communication with contractors

2 Wear a Face Mask

Masks	
Requirement	Action
<p>You must carry a face mask when you leave home.</p> <p>Face masks are mandatory in some settings (taxis, hospitals, etc)</p> <p>Face masks are recommended when you cannot maintain 1.5 metres distance from other people</p>	<p>Residents, visitors and workers must comply with current government directions with regard to the wearing of face masks.</p> <p>During times where public health requirements do not mandate the wearing of face masks, people are encouraged to wear a face mask in enclosed spaces where physical distancing cannot be maintained.</p>

3 Practise Good Hygiene

Cleaning	
Requirement	Action
<p>Shared spaces, including high-touch communal items such as door handles and lift call buttons, are regularly cleaned and disinfected.</p> <p>Appropriate cleaning products are used, including detergent and disinfectant.</p>	<p>Unison has implemented an environmental cleaning schedule for the routine cleaning and disinfection of high-touch surfaces and communal areas in all multi dwelling residential buildings.</p> <p>The cleaning schedule for common areas in multi dwelling buildings owned or managed by Unison is available from the Facilities team. Schedules are reviewed and updated in line with public health requirements and assessed risk.</p> <p>Chemicals and cleaning products in line with state government issued (DHHS) instructions and guidelines are used by cleaning contractors in all Unison locations.</p>
Cleaning Log	
Requirement	Action
<p>A cleaning log must be displayed in shared spaces</p>	<p>Cleaners complete a log after each shift, which is monitored by the Facilities Team.</p> <p>For operational reasons, cleaning logs will not be displayed at some locations. All cleaning logs are available onsite or via the Facilities Team.</p>

Hand Hygiene	
Requirement	Action
Soap and hand sanitiser must be available for all workers and customers throughout the worksite with regular handwashing encouraged.	<p>Residents, visitors and workers are encouraged to use hand sanitiser when they enter the communal spaces of a multi dwelling building.</p> <p>Hand sanitiser stations have been established at building entry points and in communal areas to encourage hand hygiene.</p> <p>Unison supplies soap and paper towels in all Unison managed bathrooms and kitchens.</p> <p>Instructional posters on good hand hygiene are displayed in building entries and communal spaces.</p>

4 Keep Records and Act Quickly

Resident Wellbeing	
Requirement	Action
Residents are encouraged and supported to get tested and stay home even if they only have mild symptoms	<p>Residents are requested to be vigilant about the onset of COVID-19 symptoms, to self-isolate at symptom onset and be tested as soon as reasonably practicable.</p> <p>Visitors and workers are asked not to enter Unison owned or managed buildings if they are feeling unwell or displaying any covid-related symptoms.</p>
Outbreak Plan	
Requirement	Action
<p>Develop a plan to manage any outbreaks that includes;</p> <ul style="list-style-type: none"> • Having a plan to identify and notify close contacts in the event of a positive case • Having a plan in place to clean the building • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to notify WorkSafe Victoria 	<p>Unison has a published Covid-19 Confirmed Case in Unison Building Procedure that outlines the process for managing a confirmed case of Covid-19.</p> <p>The COVID-19 Confirmed Case in Unison Building Case Procedure covers the following areas:</p> <ul style="list-style-type: none"> • Prevention – current strategies in place to prevent the spread of infection • Response – how Unison will respond to notification of a confirmed case, including mandatory reporting to DFFH and WorkSafe and the required cleaning response for tenanted properties and locations. <p>Information regarding the confirmed positive case will also be recorded on Unison’s Incident Register.</p>

Resident, Visitor and Worker Records	
Requirement	Action
Electronic records for any person who attends a communal area for longer than 15 minutes must be kept for contact tracing.	<p>All visitors and workers must check in using the Victorian Government QR Code Service available at the entry point of each communal space in multi dwelling buildings if they intend to be in that space for longer than 15 minutes.</p> <p>Collection and disclosure of information is in line with Unison’s Information Privacy Policy, which is available on the Unison website.</p> <p>All visitors and workers must wear appropriate protection in line with public health directions.</p>

5 Avoid Interaction in Enclosed Spaces

Enclosed Spaces	
Requirement	Action
<p>Reduce the amount of time people spend in enclosed spaces. This could include;</p> <ul style="list-style-type: none"> • Encouraging meeting in outdoor environments • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems 	<p>Where possible, windows and doors will be open to maximise ventilation in shared spaces.</p> <p>Where available, air conditioning is used to enhance the flow of air.</p>

6 Review

This plan will be reviewed every six (6) months or as required by the responsible Executive.