



COVIDSafe Plan

Amongst the Trees



Business name: Amongst the Trees

Business address: 47 Higinbotham Street, Coburg 3058, Victoria

Plan completed by: David Belli (Sole Trader and Proprietor)

Date reviewed: 22 October 2021



1. Ensure physical distancing

Requirements



You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
 - Reviewing delivery protocols to limit contact between delivery drivers and workers



You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square metres of publicly available space indoors

You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au

Action

- David Belli is a Sole Trader and will be the only worker at the workplace.
- The workplace can vary to any outdoor park or garden space as required.
- Forest Therapy bookings are strictly by appointment only.
- All participants must pre-purchase tickets - drop-ins on the day are not recommended.
- COVID Safe signage will be displayed at each workplace at the beginning of each guided walk.
- Clients will be required to maintain a physical distance of 1.5 metres apart from the Forest Therapy guide as Forest Therapy is a non-contact service.
- Payments for Forest Therapy are by electronic invoices, paid directly into the business account of David Belli.
- No cash payments are accepted.

- David Belli is a Sole Trader and will be the only worker at the workplace.
- Forest Therapy bookings are strictly by appointment only.
- All Forest Therapy guided walks are conducted outdoors, with no indoor premises.
- Forest Therapy activities should be tailored to ensure required physical distancing. Guides must avoid the use of popular locations and narrow trails where physical distance may be compromised.

- David Belli is a Sole Trader and will be the only worker at the workplace.
- David Belli has completed COVIDSafe training provided through his current employer, Islamic Council of Victoria (ICV).
- Correct use of face coverings and other PPE is enforced at the workplace.
- Compliance with current public health directions will be maintained through self-education and awareness.
- If the Forest Therapy guide is unwell then the walk will be postponed and all prior bookings will be notified of cancellation.
- No carpooling service is provided.

- **As an INFTA-Certified & Accredited Forest Therapy guide:**

All members, staff and INFTA guides shall not attend meetings, gatherings or guided Forest Therapy sessions if they are unwell or notice any flu-like symptoms. Based on current advice, all members, staff and guides must cap the number of attendees and/or participants (including the guide and any assistant/s) and record the relevant personal details of all participants for possible contact tracing. Guides will send out information prior to any guided Forest Therapy session to the participants. In addition, the guides inform all participants at the start of the guided Forest Therapy session about the 1.5 metres distance between persons and ensuring an average hygiene safety area of four square metres per person.



2. Wear a face covering

Requirements



You must ensure workers and visitors entering the worksite wear a face covering as per public health advice This includes:

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own
- A face covering includes a fitted face mask, of at least two layers, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements

You should install screens or barriers in the workspace for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers 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.

Action

- Correct use of face coverings and other PPE is enforced at the workplace.
- The Forest Therapy guide always wears a face mask and can provide a disposable mask to each client when they enter the workplace.
- A “No mask no walk” policy is in place.
- The Forest Therapy guide will not be wearing disposable gloves during the walk as this reduces the ability and effectiveness of the walk.
- The Forest Therapy guide washes his hands before and after each walk and during the walk if he is required to for any reason.
- Any reusable equipment used (magnifying glasses, cups, pens etc) are replaced after each walk with new, clean replacements.
- Used equipment is washed after each single use.
- There are no screens or barriers in the outdoor workspaces.
- All Forest Therapy guided walks are conducted outdoors, with no indoor premises.
- David Belli has completed COVIDSafe training provided through his current employer, Islamic Council of Victoria (ICV).
- Correct use of face coverings and other PPE is enforced at the workplace.
- Compliance with current public health directions will be maintained through self-education and awareness.
- Any cloth masks are washed each day before reuse.



3. Practise good hygiene

Requirements



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts



You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action

- Clients arriving at the outdoor workplace for a pre-booked appointment will have to wash their hands with the provided hand sanitiser.
- Clients are asked to wash their hands again before they leave the outdoor workplace.
- Disposable cups will be used instead of the usual ceramic cups if providing tea to each client.
- Use electronic means instead of paperwork where practical for waivers, disclaimers, feedback and evaluation formalities. If a signature is required, discuss providing a confirmation email instead, or providing a photo of the signed copy as proof. Alternatively, disinfect the pen after individual use.
- The outdoor workplace is maintained by the relevant government or council authority.
- Responsibility for cleaning equipment within these outdoor workspaces is theirs.
- Any reusable equipment used (magnifying glasses, cups, pens etc) are replaced after each walk with new, clean replacements.
- Used equipment is washed after each single use.
- Clients arriving at the outdoor workplace for a pre-booked appointment will have to wash their hands with the provided hand sanitiser.
- Clients are asked to wash their hands again before they leave the outdoor workplace.
- Rubbish bags are available to collect any rubbish collected throughout the walk.
- Stocks of additional hand sanitiser, disposable wipes, detergent, disinfectant etc are stored at the home to replenish stocks when required.

- **As an INFTA-Certified & Accredited Forest Therapy guide:**

INFTA members, staff and guides must follow the following protocols and inform contractors, volunteers, staff or participants of expectations before they attend a scheduled appointment. This includes:

- staying at home if they feel unwell
- providing their details for record-keeping and tracing purposes
- washing their hands and/or using disinfectant and/or alcohol-based hand sanitiser upon arrival
- non-contact greetings (no handshakes); greet people with a smile or wave
- wearing adequate face masks during meetings and guided Forest Therapy sessions
- avoiding physical contact with others not in their household
- maintaining required social distancing of, at least, 1.5 m during the entire meeting or session

All members, staff and guides must practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, disinfectant and/or alcohol-based hand sanitiser containing at least 60% ethanol or 70% isopropanol are recommended.

Members, staff and guides shall only serve refreshments if allowed at the time. Maintain good practices and follow guidelines set by the location or venue where meetings, gatherings or Forest Therapy sessions are conducted. Any refreshments that are offered will be in environmentally sustainable disposable items in place of reusable items where possible.



4. Keep records and act quickly if workers become unwell

Requirements



You must support workers to get tested and stay home even if they only have mild symptoms.



You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- 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 immediately notify Worksafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

You must keep records of all people who enter the workplace for contact tracing.



Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?

For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service.

Action

- David Belli is aware of the government financial assistance available for himself should he need to close the business and stop working to get tested or self-isolate at home for an extended period of up to 14 days.
- David Belli is a Sole Trader and will be the only worker at the workplace.
- In the event of a positive case the workplace would be closed, all bookings cancelled and a thorough cleaning of all equipment to be completed by David Belli, or an external contractor if he is the positive case.
- DHHS and Worksafe would both be contacted when the business is closing.
- The workplace would only reopen when David Belli had fully recovered and tested negative.
- If the positive case were a client or close contact of the client then they would not be allowed to return to the workplace to participate in further Forest Therapy walks until they too had fully recovered and tested negative.
- DHHS and Worksafe would both be contacted when the business is reopening.

- David Belli is a Sole Trader and will be the only worker at the workplace.
- Clients arriving at the outdoor workplace for a pre-booked appointment will have contact details confirmed upon arrival.
- All bookings are entered online and are matched to identified and known clients.
- All bookings, client contact details, history of appointments, invoice and payment details are kept online. The system is backed up regularly.

- David Belli has enrolled with the Victorian Government's QR Code Service for electronic record keeping and obtained a unique QR code for the workplace. Posters have been printed out.
- There will be signage displaying the QR code at the outdoor workplace upon arrival.
- Clients arriving at the outdoor workplace for a pre-booked appointment will be required to use their smart phone devices to check-in to the outdoor workplace and confirm they are checked in.
- David Belli has also downloaded the Services Victoria app to check-in and linked his Vaccination Certificate from Medicare to the QR Code app.

You should implement a screening system that involves QR code check-in and vaccination status checking upon arrival at a workplace.

- Clients arriving at the outdoor workplace for a pre-booked appointment will have their Vaccination status confirmed by the same process (Vaccination certificate linked to Services Victoria QR Code app) upon arrival.
- A paper list is available to check-in clients manually who do not have a smart phone with QR code app.
- Physical sighting of a hardcopy vaccination certificate will also be required for clients who do not have a smart phone with their vaccination certificate.
- Details of client's vaccination status are not kept by the business and are only recorded by the Services Victoria app.
- Clients arriving at the outdoor workplace for a pre-booked appointment may have to read a list of health requirements and confirm that they are safe to attend a walk that day.

- **As an INFTA-Certified & Accredited Forest Therapy guide:**

Contact information must be kept on all meeting attendees and participants at guided Forest Therapy sessions including full name, email address, residential address, phone number, date of walk and time period (time in and time out) for contact tracing purposes for a period of 56 days or other timeline specified by health authorities. Members, staff and guides will ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.



5. Avoid interactions in enclosed spaces

Requirements

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action

- The workplace can vary to any outdoor park or garden space as required.
- David Belli drives or commutes from home to the outdoor workplace for each booking.
- Participants must bring their own equipment, mat, blanket, cushion, writing implements, water bottle and snacks.



6. Create workforce bubbles

Requirements

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action

- David Belli is a Sole Trader and will be the only worker at the workplace.
- There are no shift changes required for this business.
- David Belli is a Sole Trader and will be the only worker at the workplace.
- He lives at home with his wife and daughter.
- The workplace can vary to any outdoor park or garden space as required.
- David Belli drives or commutes from home to the outdoor workplace for each booking.