



**AV ASPERGERS  
VICTORIA**

# COVIDSafe Plan

We all have a role to play in  
keeping our AV community safe





# COVIDSafe Plan



## Why does Aspergers Victoria need a COVIDSafe Plan

COVID-19 will be with us for some time, and our priority is to keep building our community connections in a COVID safe way to keep our staff, volunteers, members and all of our community healthy and safe. As a community organisation we also have legal requirements to comply with the health and safety requirements of the Department of Health and Human Services (DHHS).

To do this Aspergers Victoria must have a plan with procedures so all of our community understand our requirements to continue to operate safely. This plan will continue to change as our environment and situation changes and as we gather community feedback on what approaches work - and what doesn't. Your feedback is welcome at any stage, however we will have health and government limitations in how far we can accommodate everyone's wishes.

The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep records and act quickly if someone becomes unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

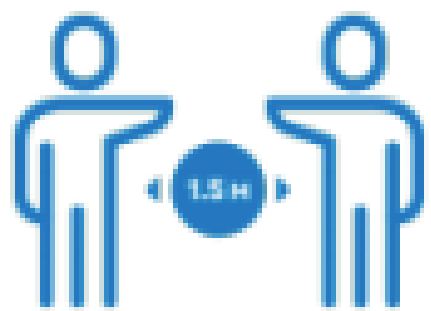
Please note mandatory requirements under public health direction feature this symbol.



We will also provide clear and regular communication about requirements as we learn about any changes.

Business name:	Aspergers Victoria
Plan prepared by:	Carla Tatulaschwili - General Manager
Date Approved:	27/07/2021

# COVIDSafe Plan



## 1. Practise physical distancing

### Requirements and recommendations



**You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.**

- Shared work areas are only accessible to workers, and should only include workers in the density quotient.
- Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.
- Further information can be found at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

### Action

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so AV Representatives are suitably distanced while working, meeting and on breaks
- Make sure that we adhere to all meeting & event quotas and require attendees to be at least 1.5m away from each other

**Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace

**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.

- Regular communications and reminders
- Work with our venues (Power Neighborhood House, Hampton Community Centre etc.) to identify areas that require floor marking, such as kitchen areas and meeting spaces, entrances and exits and ensure that appropriate signage is clearly visible
- Where possible, allocate different doors for entry and exit
- Only accept contactless payment and check in via Wild Apricot booking system and ensure everyone in attendance are checked in
- Support our AV representatives to create ways to do activities that provides physical distancing
- Staff to continue to work from home
- Continue 50% of meetings & events each month online using Zoom and other invested technologies.

**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 [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

- Send an email & Zoom meeting with all staff, suppliers and volunteers to educate them about our COVIDSafe Plan & strategies to maintain physical distancing
- Continue to work from home where possible.
- Remind our AV reps & community not to attend meetings or activities if they are feeling unwell, or to carpool to events

**You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.**

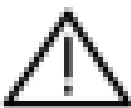
- AV Representatives will continue to work from home in line with government restrictions and as these change then AV will develop a Plan that complies with DHHS COVIDSafe requirements.

# COVIDSafe Plan



## 2. Wear a face mask

### Requirements and recommendations



**You must ensure all workers adhere to current face mask requirements, as outlined at [coronavirus.vic.gov.au/face-masks](https://coronavirus.vic.gov.au/face-masks)**

### Action

- Communicate current DHHS mask requirements to all staff, volunteer and members via email, team meetings and event registration.
- Ensure face masks are worn at all face to face activities unless DHHS requirements do not require them or a lawful exemption applies.

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

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

### If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.



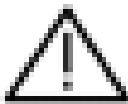
# COVIDSafe Plan



## 3. Practise good hygiene

### Requirements and recommendations

### Action



**You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- Clean high-touch 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.

- Clear communication to attendees about cleaning requirements
- Comply with all of AV venues (Power Neighborhood House, Hampton Community Centre, NAB etc.) cleaning and other COVID requirements
- Request attendees bring their own drinking bottle / cup, (labelled with their name) already filled with the beverage of their choosing in event registrations
- If catering is provided it is to be in single serve sachets (eg. tea and coffee) and individual packets - no sharing of food or condiments and the server will wear gloves and use utensils to serve where possible

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.

- Provide hand sanitiser at all face to face meetings
- Ensure AV Representatives, members & attendees have information provided on how to wash their hands correctly
- Encourage attendees to bring their own hand sanitiser

### If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.

Adhere to additional hygiene training requirements.



# COVIDSafe Plan



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

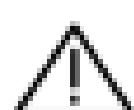
### Requirements and recommendations

### Action



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

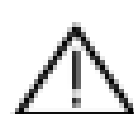
- Encourage staff to get tested and remind them about their sick leave entitlements if they are unable to work while waiting for a test result or are confirmed as a positive case
- Remind volunteers to avoid AV face to face meetings & events if they are feeling unwell and to get tested



**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 or a close contact while at work.
- Having a plan in place to clean the worksite (or part) in the event of a positive case.
- Having a plan to contact the Department of Health 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 COVID-19 at your workplace.
- Having a plan in the event that you have been instructed to close by the Department of Health.
- Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.

- Ensure AV has a clear system for attendees to notify the General Manager and Community Administration Coordinator of any positive test result as soon as possible
- General Manager and Community Administration Coordinator to immediately notify all staff, volunteers, members & attendees who could have been a close contact to a positive case at an AV face to face meeting or event via email - and text message where numbers are available - once a suspected or confirmed case is identified
- General Manager to notify DHHS, WorkSafe and the venue that the confirmed case attended and provide records of attendance where required (in line with Legal requirements, DHHS regulations, and our Privacy Policy)
- General Manager and Community Administration Coordinator to immediately suspend planned future face to face meetings at that venue until a full and complete clean has been undertaken. Registered attendees and any close contacts (staff or other volunteers) will be notified via email that these meetings will transition to Zoom meetings until that compliant cleaning is confirmed by the venue or DHHS
- General Manager to notify those DHHS, WorkSafe, staff, volunteers and members as required when the site is safe for reopening and liaise with the venue about future operations.



**Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see <https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service>.**

- Check in all attendees for Groups, Programs, Meetings and Events (both online and face to face) via Wild Apricot and ensure a valid mobile phone number is provided
- AV staff will ensure all venues provide access to the Victorian Government QR Code before any meetings, events, workshops etc.
- AV staff & volunteers will request proof that participants have checked in before allowing them to participate





## 5. Avoid interactions in enclosed spaces

### Requirements and recommendations

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

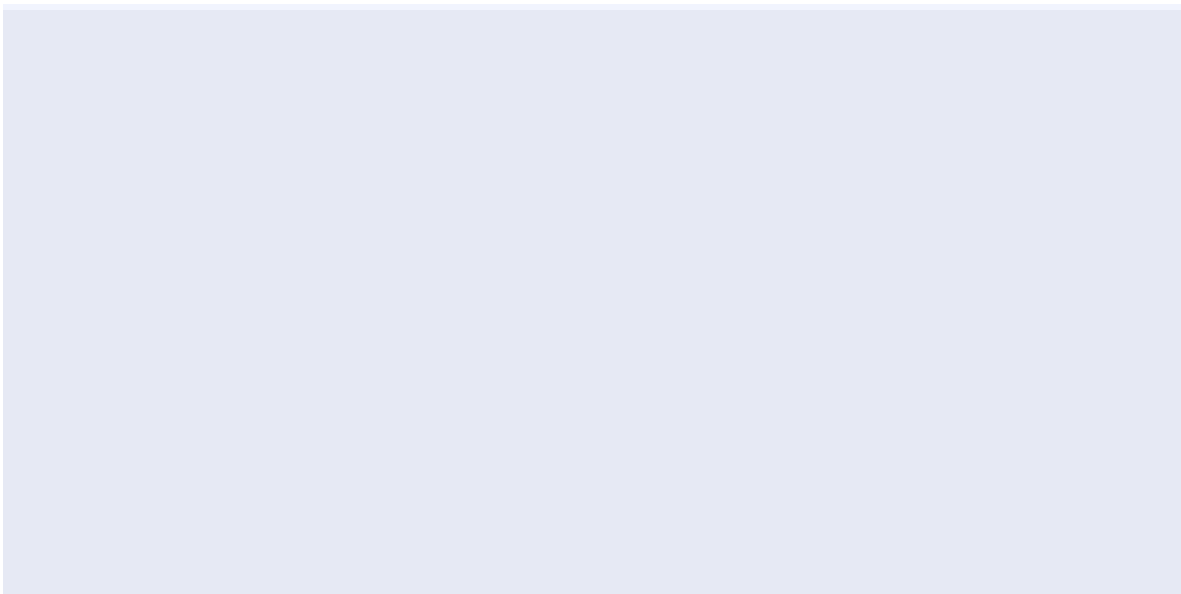
- Enabling working in outdoor environments.
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems.

### Action

- All AV representatives will continue to work from home where possible to reduce the amount of time any AV representatives are in enclosed spaces together.
- We will continue to use online meeting, activity & event options as an alternative where that suits objectives of the activity. Also meeting in approved venue options such as restaurants, sports or outdoor venues.
- Where possible AV will host face to face meetings, events at outside (sheltered) environments. Our representatives will be instructed that if we have an option to meet outside instead of inside to do so.

### If your industry is subject to additional industry obligations, you may also be required to:

Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.





# COVIDSafe Plan



## 6. Create workforce bubbles

### Requirements and recommendations

You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.

### Action

- AV representatives attending face to face meetings will be limited as required by DHHS regulations and directives.
- AV staff will continue to work from home until DHHS restrictions don't specify "If you can work from home you must continue to do so"

### If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.

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





**QV** ASPERGERS  
VICTORIA

# COVIDSafe Plan

## Participant FAQs



# AV COVIDSafe Plan: AV Participant Outline

## Frequently Asked Questions – COVID

These Frequently Asked Questions (FAQs) have been prepared following a thorough review of the Victorian State Government guidelines and consultation with experts both internally and externally. The safety of our staff, volunteers, members, meeting and event participants and the wider community has guided our processes and decisions. If your question isn't answered here or you have suggested improvements please email them to Carla Tatulaschwili on [gm@aspergersvic.org.au](mailto:gm@aspergersvic.org.au) and we will update and share with our community.

These FAQs were updated and published on **Tuesday 27 July 2021**. They will be regularly reviewed and may be updated as circumstances and government requirements continue to change. Please also check the DHHS Coronavirus website here: <https://www.dhhs.vic.gov.au/coronavirus> or contact Carla with any queries.

### MEETINGS

#### Q. Can we return to indoor meetings?

A. Yes, indoor face to face Aspergers Victoria meetings may take place providing that the venue COVID capacity and DHHS requirements are met (e.g. Power Neighborhood House can only accommodate 12 people in the activity room). Our Aspergers Victoria COVIDSafe Plan must be communicated and implemented prior to all face to face meetings. All Peer Group or Event participants will need to register prior via the AV website, confirm they have read our COVID requirements and display their individual QR check-in code upon arrival. Masks must be carried by adults and children over 12 years of age (unless a lawful exemption applies) and all participants must maintain a social distance of at least 1.5m. We are aware these requirements are frequently changing and will do our best to ensure AV volunteers and staff are armed with the latest DHHS guidelines.

#### Q. Can we attend outdoor activities?

A. Yes, outdoor face to face activities at the date of this Plan may take place with a maximum of **10 people** in attendance. Our Aspergers Victoria COVIDSafe Plan must be implemented prior to all face to face meetings beginning. All Peer Group or Event participants will need to register prior via the AV website and display their individual QR check-in code upon arrival. Government restrictions require masks must be carried by adults and children over 12 years of age (unless a lawful exemption applies) and all participants must maintain a social distance of at least 1.5m. We are aware these requirements are frequently changing and will do our best ensure AV volunteers and staff are armed with the current DHHS guidelines.

### WILD APRICOT QR CODE

#### Q. What is a QR code?

A. A QR code is like a square barcode - you may have seen them on electronic tickets, including airline boarding passes. It is sent to your smart phone or you can print it out. It is used to electronically record attendance. Each code is unique and you will have a different code for each event you register for. Our AV Wild Apricot booking system generates the QR code automatically when you register for an AV event. In line with government COVID requirements it records personal information including the event you attended, the date, time, your name and telephone number. This is to ensure easier contact tracing should a positive case be discovered to have attended prior to diagnosis, despite all precautions. All you are required to do is save the QR code to your phone or print it out and have it ready when you arrive at the group or event.



#### Q. How do I check in using the Wild Apricot QR Code?

A. The Group Leader/AV staff member will check you in via Wild Apricot. All you are required to do is save the QR code to your phone or have it printed out ready for the Group Leader to scan.

#### Q. What if the QR code doesn't work?

A. If the QR code doesn't work, the Group Leader will manually check you in.

#### Q. What if I don't have a QR code / smartphone / printed confirmation email?

A. If you don't have a QR code/smartphone/printed confirmation email, the Group Leader will use a manual check in option.

### VICTORIAN GOVERNMENT QR CODE

#### Q. Do we need to check in using both Wild Apricot and the venues Victorian Government QR code?

A. Yes. All participants, staff, volunteers and anyone who is entering the venue is required to check in using the venues QR code. AV staff will ensure all venues have an accessible and functioning QR code before any groups or events go ahead.

#### Q. Why do I need to check in with both the Wild Apricot and Victorian Government QR codes?

A. It is important that you check in using both QR codes as the Wild Apricot check in ensures AV has a record of their members and who attended. The Victorian Government QR code is a requirement put in place by the DHHS, it is mandatory that all community providers and all venues have a QR code and therefore important that participants check in using it. In the event that a positive case is in attendance, the DHHS will have a record of close contacts and can efficiently get in contact with anyone who may have been exposed.

#### Q. What if the QR code doesn't work?

A. If the QR code is being picked up via your device's camera roll, we suggest downloading the Services Victoria app and trying through the QR function on there. There is also an option to check in manually via Services Victoria in the event that using the QR code isn't possible.

#### Q. Will someone check that I have checked in correctly?

A. Yes. AV staff and volunteers will be making sure the check in process has been followed correctly. If you have any issues or confusion, your Group Leader or an AV staff member will be present to assist you and help you through the process.



# AV COVIDSafe Plan: AV Participant Outline



## Frequently Asked Questions – COVID continued...

### Q. What can I expect when I attend a COVIDSafe AV event in person?

A: You can still expect to meet, connect with, share stories, listen, learn and most importantly have fun! It will just be a little different as we all navigate through the new COVID measures put in place. We are closely following the current DHHS COVID-19 requirements to ensure the safety of our community. Please note that DHHS advice may change and we will do our best to communicate any changes to our COVIDSafe plan as quickly as possible.

### Q. Can our attendees bring a plate of food to share at our face to face meeting?

A. No, you cannot bring a plate of food to share. You can supply serves of food that are individually wrapped and distributed by a server who is wearing gloves and uses utensils to serve where possible. Please ensure items are being served one at a time to avoid attendees congregating in one area.

### Q. Can we meet at a café or a restaurant together?

A. Yes, AV prefers you meet at a hospitality venue or outdoors in line with government recommendations. All attendees must follow venue guidelines and our Aspergers Victoria COVID-19 Safety Plan and as the AV Representative you will be responsible for doing your best to communicate & ensure our attendees comply.

### Q. Do we have to wear masks at our meetings?

A. Masks must be worn by adults and children over 12 years of age (unless a lawful exemption applies) and our AV representatives need to remind attendees. We understand that masks don't suit all sensory profiles though and can make accommodations where exemptions have been granted. Some attendees may choose to wear a mask and that is fine - it is up to them what makes them feel safe.

### Q. Can members of our meeting travel together to an activity in a carpool or minibus?

A. No, not at this stage according to Government recommendations.

### Q. Can members of our Group travel together to an activity using public transport?

A. Yes, as long as everyone aged 12 years old and up wears a mask.

### Q. Do I need to do anything different or bring anything with me?

A. In line with DHHS requirements there are a few things that will be different or that you need to bring with you:

1. You will need a device with the Wild Apricot Admin app set up to check people in to each meeting or activity.
2. Bring any AV COVIDSafe signage, the backup manual Check-in paper and a pen. Please ensure any signage is clearly displayed a sanitiser made easily available.
3. As with our Groups Way and other meetings, as the AV Representative you will be responsible to communicate the COVIDSafe requirements to attendees and remind them during its progress.
4. You will need to carry and wear a mask (unless a lawful exemption applies).
5. You must maintain a social distance of at least 1.5m and encourage all AV attendees to maintain a social distance where possible.
6. If the venue is not a hospitality venue (e.g. pub, cafe) we recommend that all volunteers and attendees bring their own drinking bottle / cup, (labelled with their name) already filled with the beverage of their choosing.
7. If the venue is not a hospitality venue (e.g. pub, cafe), you need to ensure there is no sharing of food or condiments. If catering is provided, you need to ensure it is in single serve sachets (eg. tea and coffee) and individual packets (e.g. packet of chips, individual piece of fruit). The server must wear gloves and use utensils to serve where possible. If no catering is provided, we recommend AV volunteers and attendees also bring their own snack. The Group / Event invitation will need to clearly outline if the event is catered.
8. If the meeting venue doesn't supply sanitiser you will need to bring AV supplied sanitiser. Collections can be arranged prior with Jenni on [admin@aspergersvic.org.au](mailto:admin@aspergersvic.org.au). If you prefer to use your own sanitiser you need to make sure it is an alcohol based sanitiser.

### Q. What will happen if there is a positive COVID case connected to an AV event I attended?

A. If an attendee is notified they have tested positive they must notify Carla or Jenni as soon as possible by phone. In the case that a confirmed COVID-19 case has been in attendance at an AV event, we will contact each person who has been checked in at that event by phone and email to notify them. Any individual that checks in using the Victorian Government QR code will be identified by the DHHS as a close contact and will be contacted with instructions on what to do next. We are also required to forward the first name and phone number of every person who attended that event to DHHS to assist with government contact tracing inline with DHHS guidelines and our AV Privacy Policy so in the event someone hasn't been able to check in, their details will still be passed on.

### Q. What happens if I feel unwell or have any symptoms prior to a meeting I'm supposed to lead?

A. If you have any symptoms at all (cough, sneezing, runny nose, fever, etc) please do not attend any AV in-person events. Isolate and get a COVID test. If you have had a COVID test in the last 14 days and have not yet received the results, please do not attend. Isolate at home and wait until you receive the test results. Please let Jenni ([admin@aspergersvic.org.au](mailto:admin@aspergersvic.org.au)) and Carla ([gm@aspergersvic.org.au](mailto:gm@aspergersvic.org.au)) know as soon as you can so we can notify your Group about the change and help you make alternative arrangements.

### Q. What will happen to the Meeting if I'm unable to attend?

A. If you have an Assistant Group Leader, they can lead the meeting. If you don't have an Assistant Group Leader, Jenni or Carla can attend or if you are feeling well enough we can transition the meeting to a Zoom meeting and notify all attendees.

### Q. Where can I get more information about the DHHS Restrictions?

A. For more information about the DHHS restrictions, please visit the DHHS website: <https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-summer>