



Resilience Group COVID-Safe Plan

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1 Introduction

1.1 Background

A COVIDSafe Plan is an important part of the occupational health and safety obligations of every organisation and is required under the Victorian Government's pandemic orders.

As a Victorian organisation which conducts face-to-face meetings, the Resilience Group must maintain a COVIDSafe Plan for such meetings. The plan must set out how the Group will keep attendees safe from COVID-19.

1.2 Purpose

This document is intended to fulfill the Resilience Group's responsibilities to maintain a COVIDSafe Plan.

1.3 Audience

The audience for this document is all attendees at Resilience Group meetings.

1.4 Acknowledgements and Caveats

The Group hereby acknowledges that it understands its responsibilities and obligations under government COVID-19 orders.

However, the Group only meets for about two hours, four times a year. The extent of this COVIDSafe Plan needs to be consistent with the scope of the Group's activities.

Further the Group does not employ attendees and has only limited powers to direct attendees in regard to COVID-19 matters.

1.5 Maintenance of the Plan

The Chair will be responsible for the development and maintenance of this plan.

2 COVIDSafe Plan

2.1 Basis of the Plan

This plan requires that all meeting attendees self-manage their COVID-19 risks, and minimise the risks to other attendees, by observing general government advice where appropriate and practicable i.e. to

- get vaccinated,
- wear a face mask indoors,
- let fresh air in,
- stay home if unwell,
- get tested if unwell, and
- get antiviral medicines, if at risk.

2.2 Personal Protective Equipment (PPE)

While face masks are generally not mandatory, Victorian government guidelines strongly recommend wearing a mask if attendees are in an indoor setting and cannot easily physically distance themselves by at least 1.5 metres from other attendees.

These conditions apply to the Meeting Room, so the Resilience Group recommends the wearing of face masks by attendees.

A supply of masks will be provided for those who do not have them.

2.3 COVID-19 Mitigation

The Resilience Group will not implement or enforce measures such as temperature testing.

It will set up the meeting room to maximise physical distancing (e.g. through the use of a large table) but the physical constraints of the Meeting Room will limit the effectiveness of this measure, so masks will be provided for those who choose to wear them.

The Group will leave doors open where practicable to allow ventilation of the Meeting Room, and turn the air conditioning on to maintain circulation of external air.

2.4 Symptomatic Attendees

Any attendee

- who exhibits COVID-19 symptoms immediately prior to a meeting, or
- who has already tested positive and has not yet completed their isolation period,

must notify the Chair that they will not attend the meeting, and should follow all government requirements applying to their situation (see <https://www.coronavirus.vic.gov.au>)

If an attendee at a meeting exhibits COVID-19 symptoms, they must be asked to leave the meeting immediately. Alternatively if an attendee becomes symptomatic within 48 hours after attending a meeting, they must notify the Chair, who will in turn notify all other attendees. In either case all attendees must monitor themselves for symptoms, get tested if symptoms arise, and follow government requirements if the test is positive.

In all cases, attendees are solely responsible for self-managing their own cases.

2.5 Record Keeping and Evidence of Compliance

The Resilience Group will rely on attendees' good faith and integrity in complying with the requirements of this plan, and will not keep records of individual attendees' compliance.

The evidence of compliance with this plan will be through the Chair's visual inspection of meeting conditions and attendees' behaviour. No formal documentation certifying compliance will be completed.