



Langwarrin  
Men's Shed

**C**  **VID-19**  
**OPERATION**  
**PLAN**  
**(C.O.P.)**

LANGWARRIN HUB

# LMS COVID OPERATION PLAN

## CORONAVIRUS CONTACTS AND INFORMATION RESOURCES

For the latest information on current restrictions please view the advice from the Victorian Department of Health and Human Services at [www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update](http://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update) or call 1800 675 398.

For further guidance in respect to this “COVID Operation Plan” reference the attached document titled “COVID-19 Safety Plan Template”. Attached file: (*Employsure\_Survive & Thrive\_COVID Safety Plan (1).docx*)

## MAKING THE DECISION TO REOPEN THE SHED – STEP BY STEP

As a committee, we need to make an informed decision as to whether it is safe and legal for our shed to re-open. In making this decision, the Committee needs to take into consideration advice received from the following stake holders:

### 1. State Government

- a. Review the latest information available from the State Government as to the easing of restrictions to determine whether the Shed may be allowed to re-open.

### 2. Frankston City Council

- a. Written approval to re-open must be obtained from the Lessor, Frankston City Council (FCC) prior to any decisions by the committee being made.

### 3. AMSA Insurance

- a. For Sheds who are covered by the AMSA Group Insurance Scheme, it is up to the Committee members to ensure the Shed is complying with the relevant legislation of their locality prior to allowing activities of any description to resume. If members are acting legally, then subject to the terms and conditions of each policy, it is expected coverage of the relevant insurance policy to afford protection.

## COMMUNICATION TO MEMBERS

Once advice and approval has been received from the stakeholders, The Management Committee will meet to make a formal decision on re-opening the Shed.

Once the Committee has confirmed that the Shed will re-open, it will communicate this information to all Members, along with this approved “COVID-19 Operation Plan” detailing the procedures and rules for attending the Shed.

# LMS COVID OPERATION PLAN

## **AIM:**

The Langwarrin Men's Shed COVID-19 Operation Plan (C.O.P.) provides guidance for LMS members for all activities occurring in the Shed on a day to day basis resulting from laws, rules and information issued by all levels of government as a result of the COVID-19 pandemic.

The guidance contained in the document, will be updated as and when, government issues changes that effect the access, activity and operation of the Shed by members.

## **OBJECTIVE:**

The implementation of the LMS C.O.P. is to ensure the health and welfare of LMS Members, their family and all those they come into contact with.

The LMS C.O.P. provides a common understanding for all members, of how activities within the Shed are to be controlled, supervised and managed.

## **IMPLEMENTATION:**

Before the Shed which is currently closed, is reopened for members to use, approval is to be provided by the AMSA (Shed insurer) and The Frankston City Council.

The committee has appointed a "COVID Return Sub-committee" consisting of the Vice President (Terry), Maintenance Officer (Bill) and Projects Coordinator (Allan). This sub-committee are to make the Shed and its facilities ready for members return upon opening in accordance with COVID-19 Safety Plan requirements. The sub-committee will carry out leadership of the following activities;

- Prepare and place signage,
- Set up hand sanitiser stations,
- Designate appropriate locations for furniture, benches and equipment to facilitate social distancing, and
- Design and place floor marking to provide guidance for members to help with social distancing requirements.

Prior to opening, there is to be a site "COVID-19 Workshop" held to confirm the Shed is ready to reopen. This will also act as training for the critical members of the Shed community with respect to the implementation of the C.O.P.

Attendees at the "COVID-19 Workshop" are to be Committee Members, Duty Officers and Committee Support Officers.

# LMS COVID OPERATION PLAN

## OPERATIONAL GUIDANCES:

### 1. General Guidance

- a. All members are personally responsible for their adherence to the guidance and information presented in the C.O.P.
- b. Members should not attend the Shed if they feel unwell.
- c. The Daily Duty Officer has leadership of all activities in the Shed in so much as related to adherence to the C.O.P.
- d. A member will be nominated on a daily basis, by the Duty Officer, to carry out the role of COVID Observer. Essentially, the COVID Observer is to only be involved with passive activity, thus allowing for effective observation of all members and activities within the Shed. The Duty Officer may take this role on himself however, that would mean he could not be involved with non-passive activity.
- e. Monitoring of all aspect of compliance with the C.O.P. is to be carried out by the COVID Observer, and his guidance in respect to compliance is to be accepted by members.
- f. On arrival and departure, all members are to fully complete the COVID Attendance Register located at the Shed entrance. Members are to use the hand sanitiser prior to entering the Shed proper and once again on departure. The COVID Observer is to record, on the attendance sheet, the body temperatures of all members attending the Shed.
- g. No visitors (non-members) are to enter the Shed and a maximum of 20 Members are to be in the Shed at any given time. They are all to comply with social distancing in accordance with identified layout.
- h. In respect of kitchen/brew room facilities only disposable utensils, mugs and cups, as supplied are to be used and disposed of in the nominated waste bins.

### 2. Specific Guidance

- a. **Managing Risk: Duty of Care.** The committee has developed the C.O.P. to provide members with solid guidance, support, equipment and consumables for their use of the Shed's facilities. It is the responsibility of each member to be compliant and follow the requirements of the C.O.P.
- b. **Physical Distancing.** One of the best ways to slow the spread of COVID-19 is physical distancing. Therefore, members are to maintain physical distancing between themselves and others at a minimum of 1.5 metres separation at all times.

# LMS COVID OPERATION PLAN

- c. **Wearing Mask.** Masks are to be worn in accordance with the requirements of Government and passed onto LMS via Frankston City Council. There are three (3) circumstances within the Shed where it may not be appropriate;
  - 1. While members are seated in a nominated location in the brew room, and
  - 2. While a member is operating a machine and mask wearing is considered a safety matter by both the member and Duty Office, and
  - 3. In Circumstances where another item of PPE renders a mask superfluous i.e. full-face welding helmet or full-face grinding shield.
- d. **Hygiene.** Good hygiene practices are most important, and members are to be supported in this regard by the provision of equipment and associated consumables.
- e. **Cleaning.** Members are to be involved in all cleaning activities as requested by the “Duty Officer” and “COVID Observers” with respect to general cleaning requirement. Each member using machines and equipment are to clean and disinfect after completion of their use of the particular item. In respect to general cleaning requirement refer to the attached document titled “COVID-19 Safety Plan Template” under the heading “Cleaning”.
- f. **Response Planning.** In the event of a notified COVID-19 incident, the Duty Officer is to close the Shed and to immediately inform a member of the Shed’s Committee Executive. i.e. [*George 0417 371 591, Terry 0431 478 735, Gary 0425 754 861, John 0433 662 242*]. A recovery plan from this situation will be worked through with appropriate authorities. Specifically, with the Frankston City Council and others as required by COVID-19 compliance rules and regulations.

### 3. **Secretary’s Office**

- a. Members are not to enter the Secretary’s office unless the Secretary gives permission, and in that case the Secretary will leave the office.

### 4. **Meeting / Computer Room.**

- a. Only two (2) members are to be present in the meeting/computer room at any time and social distancing must be complied with.
- b. After using equipment in the computer room, the members are to clean the workstation on completion of their task.
- c. Members to use hand sanitiser on both entry and departure from the meeting/computer room.

# LMS COVID OPERATION PLAN

## 5. Brew Room / Area

- a. A maximum number of seven (7) members are to be in the brew area at any one time.
- b. Only the six (6) designated chairs are to be occupied and they must stay in their designated locations.
- c. On entering and departing the brew area members are to use the hand sanitiser and at all times comply with social distancing rules.
- d. Only one (1) member is to be at the sink/preparation bench at any time.
- e. All members are to use the disposable utensils, mugs and cups as supplied. The shared crockery and cutlery items are to be removed from or locked in cupboards and not used. An individual member wishing to use a personal cup or mug must retain the item under his personal control at all times.
- f. Biscuits and condiments will be provided by way of disposable satchels. No common use containers are to be used.
- g. After use all disposable items are to be placed in the appropriate bin by the member, using the item, immediately after use.
- h. On leaving a designated location at a table the member is to sanitise and wipe down the location and chair.

## 6. Main Workshop

- a. Only designated work benches within the workshop area are to be used.
- b. Equipment and designated benches are to remain as allocated prior to entry to Shed.
- c. The Project Coordinator and Maintenance Officer, in conjunction with the Duty Officer, may vary allocated locations of benches and equipment to facilitate project works both for the Shed and a member.
- d. Social distancing must be adhered to at all times.

## 7. Signage and Consumables

- a. The Duty Officer is to review signage and consumable supplies both at opening and closure of the Shed.
- b. If signage and supply of consumables is not up to scratch, the Shed is to remain closed until such time as the situation is rectified.

# LMS COVID OPERATION PLAN

## 8. Disputes and Resolutions

- a. With relation to the implementation of the LMS C.O.P. the Duty Officer and COVID Observer are the sole arbiters for the resolution of any disputes.
- b. When a member fails to accept the guidance of the Duty Officer and/or COVID Observer, they are to leave the Shed immediately.
- c. If there is a persistence in regard to non-compliance with the LMS C.O.P. the duty officer is to close the Shed for the remainder of the day.
- d. In each of the above cases, the Duty Officer or COVID Observer, are to immediately inform a member of the Shed's Committee Executive. i.e. [*George 0417 371 591, Terry 0431 478 735, Gary 0425 754 861, John 0433 662 242*].