

# Bushcare Working Bees

# COVID-19 SAFETY PLAN



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## GENERAL

Effective Date	1 March 2021
Version	4
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Approved By	Mark Pepping (Deputy General Manager)
DGM Signature	
Date	1/3/2021

This safety plan has been prepared for the safety of Bushcare Volunteers and WSC staff. It must be read in conjunction with HIRAC-ENV-003 and all staff and volunteers will need to complete a toolbox talk before they commence work.

We may need to update the plan in the future, as restrictions and advice changes – please check the date and version in the footer of this document as a reference.

Council must follow the current COVID-19 Public Health Orders and manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

## Responsibilities and Actions For Volunteers and Staff

All volunteers and WSC staff have specific responsibilities and associated actions that will minimise the risk of COVID-19 infection spread during Bushcare Working bees.

## COMMUNITY NURSERY

The Community Nursery working bees will recommence from **Saturday 6 March 2021**. The nursery has limited space and therefore this location has additional requirements, listed below:

- Maximum of eight volunteers per working bee. Social distancing can be maintained in the nursery as there are four potting tables (1.2m x 1.5m each) which can accommodate two people per table. There is an additional bench approx. 2.3m in length which can cater for another two people.
- Volunteers will have to book in prior to attending the working bee, by email or text to the Bushcare Team, no later than **2pm on the Friday prior to the Working Bee**. Bookings will be on a first come first served basis. Email or text response will be supplied confirming the booking. Volunteers are not to attend the working bee if they do not receive a confirmation.

*Working with you*

PRIOR TO ATTENDING THE WORKING BEE	
Volunteer Responsibilities	WSC Bushcare Team Members Responsibilities
<ul style="list-style-type: none"> <li>• <b>DO NOT ATTEND</b> Bushcare if you are sick or feeling unwell in any way.</li> <li>• <b>GET TESTED</b> if you experience any symptoms. Symptoms that may indicate a COVID-19 infection include: <ul style="list-style-type: none"> <li>○ fever (37.5 °C or greater)</li> <li>○ cough</li> <li>○ sore throat</li> <li>○ shortness of breath (difficulty breathing)</li> <li>○ loss of taste</li> <li>○ loss of smell</li> </ul> </li> <li>• Other reported symptoms of COVID-19 include fatigue, runny nose, muscle pain, joint pain, headache, diarrhoea, nausea/vomiting and loss of appetite.</li> <li>• If you are vulnerable with underlying medical conditions, seek advice from your Doctor about attending working bees and take extra care.</li> <li>• Optional temperature check – prior to attending a working bee. <b>DO NOT ATTEND and GET TESTED if your temp. is 37.5 °C or greater.</b></li> <li>• Consider bringing along your own hand sanitiser and mask and ensure that they meet required guidelines. Hand sanitiser and disposable masks and rubbish bags will be available at the working bee.</li> </ul> <p><b>DO NOT ATTEND</b> the working bee if self-isolating. Follow NSW Health guidelines if self-isolating:</p> <ul style="list-style-type: none"> <li>- Confirmed case of COVID-19 or close contact with a confirmed case = 14 days</li> <li>- Testing due to being symptomatic (but not due to close contact with a confirmed case) until NEGATIVE result obtained</li> </ul>	<ul style="list-style-type: none"> <li>• Email the <i>Bushcare Working Bees COVID-19 Safety Plan</i> to all volunteers whenever there are significant changes made. Maintain the latest version on Council's Bushcare web site under Bushcare Resources.</li> <li>• Follow the WSC COVID-19 Staff Safety Plan and do not come to work if unwell.</li> <li>• Link to <a href="#">NSW Health</a></li> <li>• Ensure staff have PPE (hand sanitizer and masks and gloves) for themselves and volunteers packed in the ute.</li> <li>• Print out and bring a list volunteers for each group from QSE prior to work commencing and confirm all who have signed on are registered volunteers and that their contact information is current.</li> <li>• Bring along blank registration forms.</li> <li>• If a person isn't a registered volunteer, arrange for the volunteer to complete the registration form. Registration is mandatory – if there is no registration, respectfully ask the volunteer to leave.</li> <li>• BCT member to record for each volunteer: date, name, up-to-date contact number. Alternatively, the volunteer can sign in using the QR Code provided. This information is to be stored securely for the required time (28 days) and can be provided to NSW Health if required and to be provided via Excel spreadsheet within 24 hrs if requested.</li> </ul>

PRIOR TO ATTENDING THE WORKING BEE	
Volunteer Responsibilities	WSC Bushcare Team Members Responsibilities
<ul style="list-style-type: none"> <li>• Ensure you are a <b>REGISTERED Bushcare or Rivercare VOLUNTEER.</b></li> <li>• <b>If you are not registered you cannot attend the working bee.</b></li> <li>• You can register on the day but you must have photo identification with you.</li> <li>• We discourage car-pooling for anyone outside your normal residence. It is safest to travel alone in your car.</li> </ul>	
<b>MORNING TEA AND WATER</b> <ul style="list-style-type: none"> <li>• Bring your own drinking water</li> <li>• Sanitise hands before picking up food / drinks</li> <li>• Sharing of food is now permitted, however if you prefer to not share food, please bring your own food and drink</li> <li>• Bring a clean cup and serviette and/or plate.</li> </ul>	<ul style="list-style-type: none"> <li>• Have drinking water and disposable cups available for emergency medical situations only</li> <li>• Provide hand sanitiser for volunteers</li> </ul>

DURING THE WORKING BEE	
Volunteer Responsibilities	Bushcare Team Members Responsibilities
<ul style="list-style-type: none"> <li>• <b>KEEP 1.5 m DISTANCE</b> upon arrival. Use 2 big steps as a guide</li> <li>• <b>Observe hygiene etiquette.</b> Cough / sneeze into flexed elbow or tissue</li> <li>• <b>DISPOSE</b> used tissues and masks in rubbish bags provided</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a sign-in area and direct volunteers to this.</li> <li>• Have visual cues to ensure social distancing can be maintained while volunteers are signing in and before commencing work. <ul style="list-style-type: none"> <li>- <b>Entry point at ute bonnet</b> – with hand sanitiser, <b>TAKE 5</b> Form and pens</li> <li>- <b>Exit point at ute tray</b> - has tools in buckets, gloves and herbicide bottles, plastic pots</li> </ul> </li> </ul>

DURING THE WORKING BEE	
Volunteer Responsibilities	Bushcare Team Members Responsibilities
	<ul style="list-style-type: none"> <li>If anyone presents with any potential symptoms, isolate them, offer a mask and send home safely while maintaining social distances.</li> <li>Limit the number of people at the working bee to a maximum of 20, or in line with NSW Health restrictions on public gatherings.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in <b>TAKE 5 SAFETY DISCUSSION</b></li> </ul>	<ul style="list-style-type: none"> <li>Lead the discussion and fill out the <b>TAKE 5</b> form.</li> </ul>
<ul style="list-style-type: none"> <li>Proceed <b>ONE AT A TIME</b> to the Bushcare Ute Entry Point and <b>SANITISE YOUR HANDS</b></li> <li>Council will provide hand sanitiser but you can bring own if you'd like, provided it meets required guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Regularly check that sufficient hand sanitiser is available at the entry point.</li> <li>Masks will be made available if people want to use them, if they can't maintain social distancing or if they become mandatory for Bushcare works.</li> </ul>
<ul style="list-style-type: none"> <li><b>SIGN ON TO TAKE 5 and provide up-to-date contact phone number via the QR code provided or on sheet of paper</b> prior to starting work for WHS purposes and for COVID-19 contact tracing.</li> <li>If you arrive after the working bee start time, find a Bushcare Officer who will facilitate sign on. You may only start work if you have sanitised your hands and signed on to the <b>TAKE 5</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure <b>TAKE 5</b> booklet and pen and <b>QR code</b> is available.</li> <li>Lock away all tools and buckets, gloves, herbicide bottles, and <b>TAKE 5</b> forms when the working bee starts.</li> <li>Latecomers will not be able to access tools or sign on sheets on their own accord.</li> </ul>
<ul style="list-style-type: none"> <li>Proceed to the Bushcare Ute exit point <b>ONE AT A TIME</b> to <b>COLLECT TOOLS, GLOVES AND HERBICIDE BOTTLES</b> that you wish to use during the working bee.</li> <li>Tool belts are not being provided as they cannot be appropriately cleaned. Sanitised black plastic plant pots will be available for individuals to carry their tools around in.</li> <li>You may bring your own hand tools for your own personal use.</li> <li>Please reuse gloves supplied to you and bring them to future working bees.</li> </ul>	<ul style="list-style-type: none"> <li>Only bring sanitized tools to the working bee. Tools to be made available - secateurs, folding saws, garden knives, garden trowels, herbicide bottles, gloves.</li> <li>Tools to be stowed in buckets for easy cleaning.</li> <li>Buckets to be colour coded. <b>YELLOW</b> = sanitised tools, <b>RED</b> = un-sanitised tools</li> <li>Store gloves in clip lock bags with size written on the outside.</li> <li>Bring black plastic plant pots for individuals to carry their tools around in.</li> </ul>

DURING THE WORKING BEE	
Volunteer Responsibilities	Bushcare Team Members Responsibilities
<ul style="list-style-type: none"> <li>• <b>KEEP 1.5 m DISTANCE</b> whilst working alongside others</li> <li>• Use two big steps as a guide</li> <li>• You can choose to wear a mask if you want. Wash or sanitise and dry your hands before putting the mask on and after you take it off. Avoid touching the mask and do not use if it gets wet as it is no longer functional. Dispose of the mask safely.</li> </ul>	<ul style="list-style-type: none"> <li>• Bushcare team to monitor the working bee to ensure volunteers and team members are physically distancing.</li> </ul>

AT THE END OF THE WORKING BEE	
Volunteer Responsibilities	Bushcare Team Members Responsibilities
<ul style="list-style-type: none"> <li>• <b>KEEP 1.5 m DISTANCE</b>, use 2 big steps as a guide</li> </ul>	<ul style="list-style-type: none"> <li>• Direct volunteers to return tools to <b>RED</b> bucket for un-sanitised tools</li> </ul>
<ul style="list-style-type: none"> <li>• <b>RETURN TOOLS AND HERBICIDE BOTTLES</b> and place them back into the buckets for un-sanitised tools (<b>RED BUCKET</b>).</li> <li>• Keep gloves supplied to you and bring them along next time.</li> <li>• Clean hands with hand sanitiser.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and sanitise all tools, herbicide bottles and buckets and pots before they are reused.</li> <li>• Establish sets of tool buckets to allow enough time to clean, sanitise and dry all the tools between working bees.</li> <li>• Submit <b>TAKE 5</b> forms as per Infrastructure Services procedures</li> </ul>
<b>Volunteer has close contact with a confirmed case of COVID-19 or volunteer has suspected case of COVID-19</b>	
<ul style="list-style-type: none"> <li>• If you come into contact with a person who has a confirmed case of COVID-19 or you have a suspected case of COVID-19 following a working bee, please follow NSW Health requirements and self-isolate for at least 14 days.</li> <li>• Please do not attend any other working bees until you have satisfied testing and isolation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• WSC Staff refer to the Return to Workplace COVID-19 Pack</li> <li>• Environment Officer and Bushcare Team Leader to liaise with Managers and Workplace Systems Branch to decide next steps.</li> </ul>