# Emergency Response & Business Continuity Plan

## (Coronavirus COVID-19)

# Contents

# Overview

## 1. Purpose & Objective

The purpose of this procedure is to establish a uniform method for preparing for the outbreak of Coronavirus at a DAYSAFE premises.

## 2. References

AS/NZS 4360.2004 Risk Management

## 3. Responsibilities

**Directors & General Managers**

- Review and approve this procedure
- Review and approve plans resulting from this procedure
- Maintain documents and records for this procedure

**Trainers & office staff**

- Ensure that plans resulting from this procedure are implemented in a timely fashion
- Instigate investigation of non-conformances, take action to mitigate impacts caused, initiate and verify completion of corrective and preventive actions
- Carry out actions as detailed in this procedure as and when required

## 4. Key Processes & Facilities

Key processes and facilities for the operation of DAYSAFE in order of priority are listed below.

| Priority | Process / Facility |
|---|---|
| 1 | Conduct training & assessment at Daysafe Training Centre |
| 2 | Conduct training & assessment onsite |
| 3 | Administrative services |
| 4 | Online or phone support |

**Note:** Processes with higher priority must be fully operational for lower priority activities to occur.

## 5. Records and distribution

Completed copies of Business Continuity Plans are to be kept on file for a period of seven years from the date on which the analysis took place.

One Copy of the Plan is kept at each of the following places:

- Daysafe Office (Hard Copy)
- Electronically on Dropbox.

# Contingency Plans

## 1. Trainee / Visitor Covid-19 Self-Declaration

It is a requirement that all persons review the following questionairre before arriving at our facility.

1. In the past 14 days, have you have travelled internationally?

2. In the past 14 days have you travelled inter-state within Australia?

3. Have you have been in contact with someone who either has been suspected or has a confirmed case of the (Coronavirus) COVID-19 in the last 14 days?

> **NB:** Contact means provided care for or had other similarly close physical contact with the person, stayed (e.g. lived with, visited) at the same place as the person, or having had direct contact with respiratory secretions and body fluids of the person.

4. Do you have any of the common symptoms of COVID-19: fever, high temperature, tiredness, respiratory difficulty and dry cough? Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

**If you have answered YES** to any of the above questions, please **DO NOT ATTEND** our centre and instead please contact our friendly team to discuss your options and how to best proceed with your essential training.

## 2. Coronavirus Outbreak – Daysafe premises

| | |
|---|---|
| **Business Area Affected** | All areas |
| **Event** | Confirmed exposure to Coronavirus |
| **Scenario** | Confirmed infected person present or previously present at DAYSAFE premises |
| **Preconditions** | Nil |
| **Consequent of risk occurring** | Staff Members requiring isolation/quarantine<br>Decontamination of Site |

| | |
|---|---|
| **Preventative actions taken prior to interruption** | All students or visitors complete a self assessment prior to attending our facility.<br>We require that all trainees, visitors and staff at our training centre follow Department of Health guidance regarding personal hygiene behaviours.<br>Hand wash is provided in all bathrooms and outdoor wash stations and everyone is encouraged to wash hands regularly.<br>Compulsary Social Distancing - Including reduced class sizes to maintain the minimum 1.5m requirement.<br>Providing alcohol based hand sanitiser throughout the workplace -Subject to availability. We encourage all students & visitors to bring their own sanitiser if possible due to the shortages.<br>Disinfecting of all classrooms and common areas & equipment used daily. |

| **Response Sequence** | | | |
|---|---|---|---|
| **Priority** | **Action** | **Responsible Person** | **Alternate Person** |
| 1 | Notification of Confirmed Case to Supervisor / Trainer | Whoever encounters the risk | As appropriate |
| 2 | Immediate notification to Key Management | Supervisor / Trainer | As appropriate |
| 3 | Advice to be obtained from relevant government authority/ medical authority | Manager | As appropriate |
| 4 | Communication to affected staff. Clear advice re site shutdown, isolation periods etc | Manager / Director | As appropriate |
| 5 | Isolation/Quarantine Procedures Implemented | Manager / Director | As appropriate |

# Emergency Response Plan

## 1. Executive Summary

This plan is intended for use during the period commencing immediately after the occurrence of a virus outbreak.

If the occasion ever arises when these Plans must be put into effect, it will be most important that Management display an attitude of confidence, and the finalisation of this planning exercise will greatly assist this.

The plan should be reviewed and updated annually.

**What to do First**

Contact the Key Staff and call them to an emergency meeting.

Make sure that those present understand the emergency responsibilities and authority delegated to them. If any key person is missing, bring in their nominated back-up, a substitute, or re-distribute the workload among the personnel present. See the Personnel Section for delegated emergency functions.

## 2. Emergency Action Required

| | |
|---|---|
| **Medical** | Arrange medical treatment / testing for those affected (or potentially affected).<br><br>Affected person/s will be isolated from others and directed to attend the Karratha Health Campus for testing / treatment. |
| **Identification** | Identification of confirmed infections and potential extent of exposure. |
| **Advice** | Obtain advice from WA Department of Health<br>**Phone:** (08) 9222 4222<br><br>**Email:** enquiries@health.wa.gov.au<br><br>**Street address**<br>Department of Health<br>189 Royal Street<br>East Perth WA 6004<br>Australia |
| **Communication** | Implement Communication Tree to provide detail to respective parties.<br><br>Message will vary across different areas of the business depending on exposure/actions taken. |
| **Decontamination** | Arrange decontamination activity at the premises/site as requied. |
| **Security** | Quarantine/Site Closure & security as required. |
| **Customer/Supplier** | Prepare a factual notification to be sent to all customers/suppliers advising of the incident and extent of potential ongoing disruption in services. |
| **News/Media** | Prepare factual information for the news/media. Avoid harmful speculation. Only persons authorised should be permitted to make statements to news reporters. |

## 3. Personnel

### Key Management Personnel

| Name | Contact Phone Number | Email Address |
|---|---|---|
| Paul Day - Director | 08 9144 1170 | paul@daysafe.com.au |
| Benji Thempeim – General Manager | 08 9144 1170 | benji@daysafe.com.au |
| Jennifer Spence – Office Manager | 08 9144 1170 | jen@daysafe.com.au |
| Damien Athorn – Trainer Assessor | 08 9144 1170 | damo@daysafe.com.au |
| Kyle Athorn – Office Assistant | 08 9144 1170 | kyle@daysafe.com.au |
| | | |
| | | |

## 4. Isolation/Quarantine Plan

If Daysafe premises needs to be quarantined we will;

- Isolate the area immediately
- Lock and secure the facility to stop any spread
- Engage the services of an approved contractor to disinfect the facility
- Observe any isolation proceduresand timelines required by relevant authorities
- Managers & administrators may work from home to continue to provide services for our online training options

Only when given the all clear by relevant authorities, will the training centre be reopened for business.