

LaunchPad COVID-19 Safe Workplace Checklist

This checklist has been developed based on advice from the Worksafe Australia, the Victorian Government, as well as guidance from other sources including VECCI and the Institute of Occupational Hygienists.

As founders and business managers, we have a duty of care to our employees, ensuring they have a safe and hygienic place to work.

The Government advises that 'if you can work from home, you should work from home [during June]' – in practice the experience of many businesses in LaunchPad is that $\frac{1}{3}$ of our teams are more productive at home, $\frac{1}{3}$ are doing ambivalent and $\frac{1}{3}$ are struggling.

For those $\frac{1}{3}$ that are struggling and can't work at home, we need to ensure their well-being and safety in returning to work at LaunchPad.

Since many of our employees travel long distances to work, we need to consider their safety from the time they leave home to when they turn home – this means including considerations around public transport, client visits and lunchtimes.

Key Milestones/Actions

Discuss this plan/checklist with your team and timing of individuals return to the office (who, when)	<input type="checkbox"/>
Discuss and agreed 'Zero Tolerance to Sickness' policy in your team	<input type="checkbox"/>
Discuss protocol when a positive COVID-19 test is confirmed in the team or other LaunchPad members	<input type="checkbox"/>
Discuss basic hygiene protocols – when travelling on public transport, arriving at the office, using shared spaces and meeting guests	<input type="checkbox"/>
Discuss Social Distancing protocols – between team member desks, in shared spaces and when walking around LaunchPad	<input type="checkbox"/>

COVID-19 Advocate

Our advice indicates that some employees may be concerned about pressure (real and perceived) to return to work in the office. The COVID-19 Advocate role exists to provide an independent sounding board for concerns that employees may not feel comfortable in discussing with their manager.

David Thomas will be the designated COVID-19 Advocate for the LaunchPad Community and is contactable for a confidential discussion at any time on 0410 475 094 or david.thomas@launchpadcentre.com

Return to Office Checklist

The government advises 'if you can work at home, you must work at home'. This means you need to understand each individual team member's situation and determine if they are better working at home or in the office.

While the health experts are concerned about public transport crowding issues and maintaining social distancing, the government is becoming anxious about the economy and by extension productivity of businesses.

For those employees who are struggling to remain productive at home, they fall into the category "can't work at home".

<p>Determine the person situation of each team member and determine if they are working well at home, ok working at home or struggling</p> <p>Some employees may need to determine if they work at home based on the tasks they are to perform and may need a more flexible work arrangement.</p>	<input type="checkbox"/>
<p>Identify vulnerable team members who may require more assistance</p> <p>Not everyone will be comfortable in returning to work and it's important that you let them know their safety is the most important thing. If there are special requirements, contact the LaunchPad COVID-19 Advocate.</p>	<input type="checkbox"/>
<p>Determine the timing of who returns and when</p> <p>At this stage the advice of the government to work at home is for June only. The Victorian government has indicated that a further relaxing of restrictions may happen from the 1st of July.</p>	<input type="checkbox"/>
<p>Notify LaunchPad Groundcrew for a thorough clean of the space</p> <p>When you decide the timing of the team's return, let LaunchPad know so a thorough clean of the space can be completed – this will include disinfecting of all surfaces, touchpoints and phone handsets. We may require you to help us in cleaning your equipment and possessions and we'll make materials available.</p>	<input type="checkbox"/>
<p>Review social distancing within the office/studio/cluster – who will sit where and if a distance of 1.5m can be maintained</p> <p>The 1.5m requirement is where people face each other and when passing behind care should be taken to avoid lingering any longer than is required. All shared spaces have seating indications based on the 1.5m rule and this should always be observed. Members should avoid walking behind people in open areas – markers have been placed on the floor to indicate preferred walkways.</p>	<input type="checkbox"/>
<p>Review use of N95 compliant masks in the office</p> <p>The current government advice is not to wear masks, however the World Health Org in recent days has indicated a shift in their policies and may start recommending the use of masks in public. We believe the Victorian government will follow. LaunchPad has a supply of N95 (or better) compliant masks available.</p>	<input type="checkbox"/>
<p>Inform the employees about the COVID-19 Advocate role and that any conversations are confidential</p> <p>The COVID-19 Advocate role has been put in place to provide a confidential sounding board for any COVID-19 related issues that employees feel uncomfortable in discussing with their manager. The Advocate will attempt to mediate between the manager and employee, keeping the employee's identity private if requested. In the LaunchPad community, David Thomas is the COVID-19 Advocate.</p>	<input type="checkbox"/>

Zero Tolerance to Sickness Policy

This policy is designed to minimize the likelihood of transmission should a member of the LaunchPad Community test positive for COVID-19.

It has the ancillary benefit of reducing the spread of other respiratory illnesses such as coughs, colds and influenza.

As a manager we encourage you to discuss with your team:

<p>The importance of staying home to work if you have any symptoms.</p> <p>Currently hospitals are looking for people who have a higher than normal temperature as a key indicator of COVID-19.</p> <p>A good resource for the current advice on symptoms is the CDC in the USA, which currently states; Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea. 	<input type="checkbox"/>
<p>If the team member feels they have a fever and are exhibiting other symptoms then they should be tested for COVID-19</p> <p>Currently drive-through testing stations are available at major shopping centres, but the government are periodically moving them to new locations. Check here for the current locations.</p> <p>Results are sent to people within 3 to 5 business days, but currently are provided within 48hrs (as at 10th June).</p>	<input type="checkbox"/>
<p>If the team member returns a positive result, then they must notify their manager immediately. All member businesses have a duty of care to inform LaunchPad's COVID-19 Advocate.</p> <p>Should you test positive, then the government will initiate a tracing process where they will contact your place of work and request information. If we've had advanced notice, then we can access our system and provide the tracing information required.</p>	<input type="checkbox"/>



COVID-19 Positive Test Confirmation Protocol

In the event we receive notification of a positive COVID-19 test result for a member or guest, the LaunchPad team will work with the manager to do the following:

<p>Notify coworkers (in the same company) of the positive test result and the need for them to be tested. Immediately self-isolate until they receive a negative test result.</p> <p>The closest testing centre to LaunchPad is Chadstone Shopping centre (as at 10th June). The business manager has a duty of care to ensure that employees get home safely and that they can access appropriate testing facilities. LaunchPad will have masks available for team members.</p>	<input type="checkbox"/>
<p>Determine which days the team member visited LaunchPad and who else was present at that time. Notify them of a positive test result.</p> <p>Members will be notified in order of proximity to the member with the positive test result, members in the same building that may have been present at the same time, all other members that a positive test result has been received.</p>	<input type="checkbox"/>
<p>Determine any guest that may have been present when the member was in the building.</p> <p>This information will be provided to the Government contact tracers for them to follow up.</p>	<input type="checkbox"/>
<p>Initiate thorough clean of the member and adjacent workspaces.</p> <p>The LaunchPad Team will immediately clean the area (wearing suitable PPE) and any shared areas used by the team member that day. All other shared areas will be cleaned on the previous day.</p>	<input type="checkbox"/>

Basic Hygiene Protocols

Review the basic hygiene protocols with your team and encourage them to call out people not adhering to the guidelines:

<p>When entering any LaunchPad site, ensure you sanitize your hands.</p> <p>LaunchPad has provided sanitizer in the entrances of all three buildings. It is particularly important to clean your hands when arriving at work. Do it regularly even when you walk between buildings, so you form a habit.</p>	<input type="checkbox"/>
<p>Make use of the Sanitation Stations to clean your desk and property</p> <p>Equipment and antiseptic cleaner have been provided in the main kitchen in each site. We encourage you to clean your desk, equipment and belongings regularly.</p>	<input type="checkbox"/>
<p>Clean your hands after using the bathrooms or communal areas</p> <p>We encourage everyone to follow the hand washing instructions displayed in all bathrooms and call out those people who don't. Common areas like the photocopiers, coffee machines are high touch zones and you should sanitize your hands after touching surfaces.</p>	<input type="checkbox"/>
<p>When preparing lunch, make sure you wash your hands, clean the area you using before and when you've finished</p> <p>LaunchPad will clean the kitchen areas during the day, but cleaning the area you've used will help.</p>	<input type="checkbox"/>
<p>Place your used cups, crockery and cutlery in the dishwashers after use</p> <p>The Dishwasher operate at a high temperature and will sterilize all items. Please don't leave dirty items next to the sinks. We care about the health of the LaunchPad Groundcrew and would prefer not to have to deal with your dirty dishes.</p>	<input type="checkbox"/>

Notes:

The LaunchPad team recommends you maintain a healthy life style, take time to exercise and consider supplements if you feel that your diet is deficient.

Social Distancing Protocols

LaunchPad has put together a number of changes to how LaunchPad is used by members and guests. We ask that you review with your team the protocols and ensure they are adhered too in the coming months:

<p>All guests are to check-in using the Check-in Kiosk located at each site</p> <p>In the event of a positive COVID-19 test result, LaunchPad will be required to provide contact tracing information to the Victorian Government. All guests must provide their email and mobile phone numbers. A LaunchPad team member will be staffing the reception desk in Evolve to ensure guests are checked in.</p>	<input type="checkbox"/>
<p>Guest meetings should only be conducted in the Chaperone Zone</p> <p>We'll ensure the areas in the LaunchPad Evolve Chaperone Zone are cleaned regularly throughout the day, this includes the guest waiting area, ad hoc meeting tables and the Tram Saloons. By keeping guests to one space, LaunchPad can focus it's resources in keeping the area hygienic.</p>	<input type="checkbox"/>
<p>One person per desk</p> <p>The desks at LaunchPad are spaced no closer than 1.5 meters. You must avoid using the desk areas as meeting spaces – don't move your chairs together for discussions.</p>	<input type="checkbox"/>
<p>Honour the maximum occupancy signs on meeting rooms, Pods, studios and offices</p> <p>The LaunchPad team have calculated the maximum occupancy for all enclosed spaces and displayed signs showing how many people are allowed in the space at a time.</p>	<input type="checkbox"/>
<p>Only sit at the designated spots when using meeting tables</p> <p>We've marked all meeting tables spots to sit that are 1.5m apart and adhere to the maximum occupancy.</p>	<input type="checkbox"/>
<p>Avoid walking behind people sitting at their desks</p> <p>It's easy to take a short-cut behind people to get to where you're going, but this makes people uncomfortable. Where you can use the marked walk-ways. Where there's no alternative, make sure you don't linger.</p>	<input type="checkbox"/>

Resources

[Work Safe Australia Return to Work checklist](https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf)

(https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf)

[VECCI COVID-19 Business Resources](https://victorianchamber.com.au/business-support/crisis-information/covid-19-coronavirus-resources)

(<https://victorianchamber.com.au/business-support/crisis-information/covid-19-coronavirus-resources>)

[DHS Business Resources](https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19)

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