

## Be Kind Yarra Ranges

Be Kind Yarra Ranges is a platform for businesses, groups and individuals to access current services, programs and initiatives council is supporting, to assist in the recovery effort from COVID-19.

- **Be Kind to Business** engages and supports local businesses who have been trading during restrictions, have adapted their business to continue limited trading or are scheduling to reopen their business as restrictions are eased.
- **Be Kind to Yourself** promotes mental health and awareness programs, community support groups and networks and provides self-care guidance for residents living in Yarra Ranges.
- **Be Kind to Others** encourages and inspires local residents to connect and support each other as the state enters the recovery phase of the COVID-19 pandemic.

For more information, including business support and public health advice, visit [www.yrc.vic.gov.au/BeKind](http://www.yrc.vic.gov.au/BeKind)



## Social distancing

- The more space between you and others, the harder it is for the virus to spread
- Maintain a 1.5m distance between yourself and others where possible
- In an enclosed area, leave a minimum of 4m<sup>2</sup> per person
- Avoid close contact with anyone with cold or flu-like symptoms
- Where possible, travel at quiet times and avoid crowds
- Minimise handshaking and other physical greetings
- Yarra Ranges Council has free social distancing stickers through our Be Kind Yarra Ranges at [www.yrc.vic.gov.au/BeKind](http://www.yrc.vic.gov.au/BeKind)

## Personal Hygiene

- Stay at home if you are unwell
- Wash hands frequently for 20 seconds with warm water, soap and single use paper towelling, including before and after eating and after going to the toilet
- Use a minimum 60-80% alcohol-based hand sanitiser. Hand sanitiser is only effective on already washed and clean hands and should not replace hand washing
- Cough and sneeze into your elbow or a tissue. Put any used tissues straight into the bin
- Avoid touching your eyes, nose and mouth

## Staff and Customer Care

### ***Should gloves be worn?***

- It is your organisations choice to issue any PPE equipment to staff members, including disposable gloves
- Wearing gloves should not replace hand washing and hand sanitising practices
- Gloves can allow bacteria to build up on people's hands, so if staff members are wearing gloves, good glove changing practices should be followed:
  - Change gloves between each task
  - Wash and sanitise hands between glove changes
  - Discard the gloves once they have been removed

### ***Should masks be worn?***

- It is your organisations choice to issue any PPE equipment to staff members, including disposable masks
- State advice remains, it is not necessary to wear a mask if you are not experiencing flu like symptoms
- The Department of Health and Services advises there is little evidence supporting the widespread use of surgical masks in healthy people to prevent the transmission of COVID-19

### ***What if an employee notifies me they are a suspected or confirmed case of COVID-19?***

- The employee should be directed to self-isolate until they are tested and their results are received
  - If the employee returns a positive test and they have presented to the workplace with symptoms, best practice is to:
    - close the building
    - engage your cleaning contractor to conduct a deep clean of the premises
    - ask all employees to work from home until the deep clean has been completed
    - complete a hyper-chlorination if the positive employee has been in a pool
  - Any other employees who may have been exposed are not advised to self-isolate unless they have symptoms.
- Symptoms include:
- Fever
  - Chills or cold sweat
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose
  - Loss of sense of smell
- Support the self-isolating employee while they are absent from work and if appropriate, allow them to work from home
  - Employee privacy is important and there is a balance between alerting other employees to a potential exposure while maintaining employee privacy. If you require guidance, contact your direct manager or HR department

## Staff and Customer Care (Continued)

### *How can I setup my building to prevent the spread of COVID-19?*

- Display the maximum number of people allowed within the facility via signage to be located at the facility entrance
- Measure the venue and ensure that there is a minimum of 4m<sup>2</sup> per person of floor space
- Open windows and adjust air conditioning to enhance airflow
- Hold any internal doors open to reduce the risk of touching handles where possible
- Where possible, allow for one entry and a separate exit to minimise contact
- Consider placing a box of tissues with a plastic lined bin in the main room to facilitate good hygiene practice
- Ensure additional thorough cleaning of commonly touched surfaces such as lift buttons, handrails, doorknobs, door frames, handles, desks, tables, air/light controls, switches, door controls, toilet fittings and any other item that would be touched frequently

## Sporting Clubs

- Club toilets can be used while teams are training
- Avoid sharing any sports or training equipment, including drink bottles
- Avoid close contact with other players or team members

## Contact tracing

- At each training session, each player in attendance must sign in
- A sign in template has been provided to your club. For additional copies, please visit [yrc.vic.gov.au/bekind](http://yrc.vic.gov.au/bekind)
- The sign in sheet will be used for contact tracing purposes in the event players may be exposed to a COVID-19 case at a particular training session

## Toilets

- Can be opened while training is taking place
- If used, toilets must be thoroughly cleaned after each training session
  - Use a surface spray and wipe to wipe down hand washing facilities, door handles and light switches the toilet
  - Once dry, wipe surfaces down with a minimum 60% alcohol wipe

## Cleaning

- Club rooms, communal areas and canteens do not have to be cleaned until they are reopened
- It's important that cleaning equipment is also cleaned and maintained. Use single use products where appropriate
- At this stage, minimum 60% alcohol wipes are recommended for all surfaces and frequently touched items

## For more information

About COVID-19	Department of Health and Human Services (DHHS) Website: <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a>
Easing of restrictions	Hotline: 1800 675 398 (24/7)
Speak to an Environmental Health Officer	Yarra Ranges Council Call: 1300 683 333 or 9294 6905
Be Kind enquiries	Email: <a href="mailto:bekind@yarraranges.vic.gov.au">bekind@yarraranges.vic.gov.au</a>
To report non-compliance with restrictions	DHHS Hotline: 1800 675 398 (24/7) Police Assistance Line: 131 444