

## **COVID-19 Safety Plan, including COVID-19 Emergency Plan, for the Multicultural Council of Tasmania and the Multicultural Hub**

Latest update: 30 August 2021. To be updated as circumstances change.

### **Background**

The Multicultural Council of Tasmania (MCOT) occupies office space at 65 Hopkins Street in Moonah and manages the Multicultural Hub at the same address. The building is a workplace, community facility and place for religious ceremonies and worship.

This COVID-19 Safety Plan relates to both MCOT's office operations and the operation of the Multicultural Hub. Compliance with the Safety Plan is important for MCOT staff and Hub attendees. The Safety Plan includes an Emergency Plan in the event of a MCOT staff member or Hub attendee becomes aware of having contracted COVID-19.

Advice from the Tasmanian Government available on 7 July 2021 (at [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au)) was that: "The maximum density rule of 2 square metres per person applies. If the number of people permitted according to the density limit is less than the gathering limit, the lower number applies." The main area of the Hub is 180m<sup>2</sup> so the maximum number of people allowed in this space is 90.

### **Staff wellbeing**

The CEO will regularly inquire with each staff member about their mental health and will encourage each staff member to contribute to a supportive workplace culture. External service providers such as Lifeline (13 11 14) and Beyond Blue (1300 22 4636) are also available to staff members.

The CEO will inquire with each staff member about whether they consider themselves to be vulnerable, because of a chronic medical condition or compromised immune system. In cases of vulnerability, the CEO will discuss special arrangements.

The CEO will advise MCOT staff to stay abreast of official Tasmanian Government COVID-19 information on [coronavirus.tas.gov.au](http://coronavirus.tas.gov.au), including information on the risks of COVID-19 and associated control measures.

### **Entry to the building**

At no time shall a person (other than emergency personnel) enter or remain in the building if the person:

- is aware of having any flu-like symptoms, however minor, including fever, cough, sore throat and shortness of breath; or

- has been directed to be in isolation or quarantine.

Under the Contact Tracing Direction “every person 16 years of age or older attending a range of businesses, organisations and events (including staff) is required to provide their information for contact tracing using the Check in TAS app.” MCOT and GCC have registered the Multicultural Hub with Check in TAS and staff has prominently displayed the Check in TAS QR code at the entrance to the premises. If anyone does not have or cannot use a smartphone or the Check in TAS app, they may be checked in by another person in their group, or by the operator or staff at the premises. If no suitable device is available, their details may be recorded with pen and paper.

### **Physical distancing**

The floor area of the MCOT office (excluding the side storage area) is 18m<sup>2</sup>. This means that no more than 9 people may be in the MCOT office at any time.

The floor area of the MCOT meeting room (excluding the side storage area) is 18m<sup>2</sup>. This means that no more than 9 people may be in the MCOT meeting room at any time.

The floor area of the hall is 180m<sup>2</sup>. This means that no more than 90 people may be in the hall at any time. MCOT will advise anyone who hires the Hub of this restriction.

### **Emergency Plan**

If any MCOT staff member becomes aware that a person who has been at the building has tested positive to COVID-19, that staff member will advise all other staff members including the CEO. The CEO will then advise all staff members and the professional cleaner. The CEO will ensure that Public Health has been called on 1800 671 738 to advise of the person’s attendance at the building and to obtain any directions from Public Health. Until any such directions are obtained, the CEO will close the building to all.

Signs will be posted inside and outside the building asking anyone who learns of an attendee at the building testing positive to COVID-19 to contact the CEO, with the CEO’s contact details to be provided on the signs.