

COVIDSafe Plan Overview



23 September 2020

What is a COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

How to develop a COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at vic.gov.au

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

13cabs COVIDSafe Plan



Business name: **13cabs, Black Cabs Combined Pty Ltd**

Plan completed by: **Olivia Barry, Head of Driver Engagement 13cabs**

Date reviewed: **October 21st 2020**

1. Ensure physical distancing

Requirements: Drivers must try to help Passengers be as apart as possible. You should –

- Encourage Passengers to sit in the back-passenger seat- stickers available to support this at TAXITECH



- Be aware of any passenger limits in place
- Do not gather in groups outside your vehicle and always maintain 1.5 meters between yourself and your colleagues
- Always practice sensible social distancing when assisting Passengers into and out of your vehicle
- When visiting a Support Hub, ensure you are registered by scanning the QR code before you enter and maintain physical distancing by following the signage



2. Wear a face covering

Requirements: Drivers must ensure you are wearing a face covering as per public health advice. You should –

- Ensure you are always wearing a clean, fitted face mask whilst on duty. This **cannot** include a scarf, face shield or loosely fitting snood
- Disposable masks must only be worn for one day and disposed of accordingly
- Cloth masks must be clean and washed each day after every use, however, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
- Masks can be purchased at TAXITECH if you do not have one



3. Practise good hygiene

Requirements: Drivers must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as car handles and seat belts.

You should:

- It is important that you **wipe high touch surfaces with disinfectant** at the end of your shifts and after each Passenger disembarks
- These areas include the door handles- inside and out, seat belts and seats
- Ensure you have hand sanitiser in your vehicle for you and your Passengers to access TAXITECH have free 375ml bottles of Aquim hospital grade hand sanitiser available for you
- keep **your own pen with you** when visiting businesses where you may need to sign in or complete documentation, including 13cabs Support Hubs
- keep a **separate pen in your vehicle for Passengers** to use when completing dockets and include this pen in the surfaces you disinfect at the end of the trip
- 13cabs is providing sanitisation services **for all vehicles – bookings are not required so please bring your vehicle in to your nearest TAXITECH workshop as frequently as you like**

Free Vehicle Sanitisation Still Available at 13cabs

To ensure the ongoing health and well-being of our Partners and Passengers, 13cabs currently provides sanitisation services for all 13cabs or Silver Service branded vehicles.

Bookings are not required. Please bring your vehicle in to your nearest TAXITECH workshop as frequently as you like.

Sanitisation includes a thorough wipe down of hard services inside the vehicle including:

- dashboard
- door handles – inside and out
- window controls
- seatbelts and seatbelt buckles
- the payment equipment
- steering wheel and console

4. Keep records and act quickly if workers become unwell

Requirements: Drivers must get tested and stay home even if you only have mild symptoms.

Do not drive your Cab under any circumstances if you have:

- **been asked to self-isolate as a direct contact of a positive COVID-19 case**
- **been tested for COVID-19 and are awaiting results**
- **tested positive for COVID-19**

Requirements: Drivers must develop a contingency plan to manage any outbreaks. This means –

- There is a very important role you need to play to support yourself and your family. It's serious, but straight forward: **If you feel unwell, get tested.**
- If you need to know where you can get tested, please call Partner Care on [1300 025 302](tel:1300025302).
- Do not work while you wait for your result. You must isolate until you have a negative result
- If you have a positive result please contact Partner Care to let us know
- Having your QR Code installed will assist us and the Department of Health and Human Services (DHHS) with contact tracing Passengers, should there be a requirement to do so.
- Contact TAXITECH to get your vehicle fitted with your unique QR code



How Does the QR Code Work?

- When a Passenger scans the QR code, they will be prompted to enter their name and phone number. They are then recorded as having travelled in your cab – regardless of whether it was a hail or booked trip.
- Once your QR sticker is in place, we ask that you encourage your Passengers to take advantage of this safety feature. It's as simple as letting your Passengers know by saying: "While we're on our way, could you please scan the QR code with your smartphone."
- If you have any questions, please contact our Partner Care Team on 1300 025 302 or at partner.care@13cabs.com.au.

5. Avoid interactions in enclosed spaces

Requirements: Drivers should reduce the amount of time you are spending in enclosed spaces. This could include –

- Try to encourage Passengers to drive with the window open to assist with fresh air ventilation
- Leave windows open when the vehicle is vacant
- Take regular breaks outside the vehicle
- Optimise fresh air flow in air conditioning systems