



<b>Document type</b>	<b>Plan</b>
<b>Category</b>	Incident Management
<b>Approved by</b>	COVID-19 Incident Controller
<b>Date Approved</b>	24 <sup>th</sup> August 2020
<b>Responsible officer</b>	IMT - Health, Safety & Environment
<b>Sponsor</b>	COVID-19 CMT Controller
<b>Review date</b>	As required

### COVID-19 Safe Plan

Business name: Bureau of Meteorology  
Site location: Bureau managed facilities

The COVID-19 Safe Plan supports the Bureau in the protection of its staff, customers, and visitors. It also prepares for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

The COVID-19 Safe Plan sets out:

- The Bureau's actions to help prevent the introduction of COVID-19 into the workplace
- How the Bureau will prepare for, and respond to, a suspected or confirmed case of COVID-19 in the workplace.

### The Bureau's Approach

The Bureau has adopted comprehensive and multi-faceted COVID-19 management arrangements to protect all staff.

This document provides a high-level summary of the associated activities.

The Bureau has used a risk-based and incident management approach to ensure the health and safety of our people during the pandemic, informed by risk assessment, consideration of the hazards and risks associated with our business.

This COVID-19 Safe Plan is to be used in conjunction with the Bureau of Meteorology's COVID-19 Response Plan and Pandemic Planning Guidelines.

The Bureau operates across all Australian states and territories, including external territories and in conjunction with other persons conducting a business or undertaking (PCBU).

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Management &amp; Governance</b>	
<b>The management &amp; governance structure associated with the management of COVID-19 in the workplace.</b>	<p>A Crisis Management Team (CMT) has been formed to provide overall policy, direction and governance to the Bureau's COVID-19 response.</p> <p>An Incident Management Team (IMT) has been formed to manage development and implementation of the COVID-19 plan and as directed by the CMT. The IMT reports to the CMT.</p> <p>Senior Officers have been nominated at permanently occupied operational sites and are providing oversight of COVID-19 practices and feedback on local situations as they evolve around the country.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>COVID-19 Support Personnel have been nominated at permanently occupied operational sites and are managing restocking of hygiene stocks to workers.</p> <p>Dedicated Microsoft Teams pages are set up for the IMT and COVID-19 Support Personnel to facilitate timely communications and information sharing.</p>
Framework & Policy	
<p><b>The Bureau operates as a Commonwealth agency across multiple state &amp; territories.</b></p>	<p>The Bureau operates as a Commonwealth agency and falls under the WHS (Workplace Health and Safety) remit of Comcare (the Commonwealth WHS regulator).</p> <p>The Bureau's underlying COVID-19 response shall be based upon the direction provided by Safe Work Australia, Australian Government Department of Health and the Australian Public Service Commission (APSC).</p> <p>The Bureau's response will factor restrictions easing at different speeds across the country, with each state and territory making decisions based on their public health situation and local conditions. The Bureau monitors the latest COVID-19 advice for each jurisdiction, and this necessitates that different locations may have alternate arrangements in place.</p> <ul style="list-style-type: none"> <li>• <a href="#">Australian Capital Territory</a></li> <li>• <a href="#">New South Wales</a></li> <li>• <a href="#">Northern Territory</a></li> <li>• <a href="#">Queensland</a></li> <li>• <a href="#">South Australia</a></li> <li>• <a href="#">Tasmania</a></li> <li>• <a href="#">Victoria</a></li> <li>• <a href="#">Western Australia</a></li> </ul>
COVID-19 Risk Assessment	
<p><b>Development and update of the COVID-19 risk assessment</b></p>	<p>COVID-19 risks and identification of relevant controls underpins the Bureau's response.</p> <p>A COVID-19 risk assessment has been developed and undergoes ongoing review. The risk assessment is under the management of the IMT Controller.</p>
Consultation, Communication & Instruction	
<p><b>Communication and instruction regarding COVID-19 matters.</b></p>	<p>A dedicated <a href="#">COVID-19 Breeze (intranet) page</a> has been developed and contains detail regarding the Bureau's response to COVID-19 and changes to working arrangements for staff.</p> <p>Regular COVID-19 updates are published on the Bureau's home page, outlining key themes and messages emerging across the enterprise.</p> <p>Additional targeted communication and instruction may be pushed to workers via email or other communication channels.</p>
<p><b>Consultation with workers</b></p>	<p>Regular COVID-19 consultation meetings are arranged with Health and Safety representatives to ensure open and regular consultation with employee representatives.</p> <p>Line managers conduct health and wellbeing checks with workers on an ongoing basis.</p> <p>Regular 'pulse surveys' are being conducted to monitor matters affecting the workforce.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	A dedicated COVID-19 IMT email address has been established, allowing all workers to raise and escalate issues for review and consideration.
<b>COVID-19 Response</b>	
<b>Monitoring COVID-19 cases in the Bureau</b>	<p>A dedicated COVID-19 Case reporting module has been developed in the Protecht system. Protecht is a digital incident reporting database at the Bureau. Workers enter details direct in to the Protecht system, resulting in timely case reporting to the relevant management team.</p> <p>A dedicated COVID-19 Case Management team administer the COVID-19 Protecht module, monitoring cases and escalating cases as required.</p> <p>Labour hire and other contract staff must report illness to their respective employers in the first instance, and the Bureau is notified via the employer as appropriate.</p>
<b>Responding to possible COVID-19 events in the workplace</b>	<p>A detailed COVID-19 Response Plan has been developed and is available on the <a href="#">COVID-19 Breeze page</a>.</p> <p>Preparatory COVID-19 drills have been conducted across the occupied / operational sites, consistent with the requirements of the COVID-19 Response Plan.</p>
<b>Staff Categorisation / Attendance</b>	
<b>Ensuring staff are allocated as per criticality of operations</b>	<p>It is important that the Bureau isolates operationally essential staff to ensure safety and continuity of services and operations, these staff are categorized as Category 1 and 2 staff (see below).</p> <p>In locations where required by authorities, the Bureau will ensure that any workers that can work from home are able to do so.</p> <p>Staff category definitions are below:</p> <ul style="list-style-type: none"> <li>• Category 1 – Operational workforce currently working in the office (principally Aviation, National/State Operations and Corporate Real Estate)</li> <li>• Category 2 – Operational workforce currently working a mix of home and office, as per operational requirements (principally flood, forecasters, Corporate Real Estate, end user support staff, MaCms, IT platforms, observing networks, payroll).</li> <li>• Category 3 – Enabling workforce (non-operational)</li> <li>• Category 4 – Individual staff caring for children who cannot attend childcare or schools as they remain closed; they will transition to other categories as children are able to return to school or childcare</li> <li>• Category 5 - Vulnerable staff who must remain isolated</li> <li>• In addition, there is provision for those staff who can no longer remain working at home due to WHS reasons.</li> </ul>
<b>Access &amp; Monitoring of workplaces</b>	<p>While staff have safely returned to the office in most states and territories, to ensure the Bureau is a COVID-19-Safe workplace office capacity continues to be monitored and managed to ensure physical distancing can be maintained. We are also isolating operationally essential staff.</p> <p>This means not all staff may be able to attend the office at the same time, and in some locations office attendance is limited to only those staff with a critical need to attend an office. Each jurisdiction has different arrangements in place.</p> <p>Remember:</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <li>If you would like to attend the office outside of scheduled arrangements, you will need to first seek approval to do so through the relevant contact point in each office.</li> <li>Under NO CIRCUMSTANCES are you to attend the office if you are symptomatic in any way.</li> <li>Under NO CIRCUMSTANCES are you to gain access to the operational areas unless there is a critical need.</li> </ul> <p>The IMT continues to monitor and review the response in each jurisdiction. Information about the situation and restrictions in each state and territory is available on the Links to health authorities, COVID-19 Breeze page.</p> <p>Due to the regularly changing conditions across the states &amp; territories – access requirements to the Bureau offices and hubs are regularly updated and published via the COVID-19 Breeze page.</p> <p>All staff must continue to wear and display Bureau photographic ID passes when coming into the office.</p>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	Work rosters for CAT 1 and CAT 2 staff have been developed to assist with operational resilience and staff safety where required.
<b>Permitted Workers</b>	<p>General Managers will need to submit a request through the Request Access to Victorian site form.</p> <p>If access is granted, staff must keep time in the office to an absolute minimum, follow meticulous hygiene practices before and during their time at the site and personally record dates and times of interaction with any other staff they have contact, as well as recording rooms and workspaces they enter including lifts, bathrooms and common areas.</p>
<b>Visitors</b>	<p>To protect the safety of our staff, only staff should be visiting Bureau offices at this time and should not attend the office with family members or others, even if only collecting items.</p> <p>External visitors should only enter into offices for operationally essential purposes. If you are unclear about whether a visitor is required for operationally essential reasons, seek permission from your General Manager.</p> <p>External visitors must always sign in and be under direct supervision of a Bureau worker. Workers such as contractors and other vendors, who have been appropriately inducted and have their own security passes, are not considered 'visitors' in this context.</p>
<b>Hygiene &amp; Distancing</b>	
<b>Hygiene &amp; Physical Safety</b>	<p>Physical distancing is everyone's responsibility. Staff are instructed to maintain a minimum 1.5 m distance from each other while at work and minimise face-to-face contact with your colleagues as much as possible.</p> <p>Signage and floor stickers are in use at facilities to help facilitate distancing requirements.</p> <p>Desks have been allocated to staff, ensuring that distancing and density limits are being adhered to.</p> <p>It is the local manager's responsibility to ensure physical distancing requirements can be met for all staff.</p> <ul style="list-style-type: none"> <li>Workers are instructed to wash your hands regularly, use hand sanitiser and keep your workstation clean.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <li>• Hand sanitizer is available at sites, including upon entry to buildings.</li> <li>• Hygiene stations are set up at sites to ensure adequate availability and visibility of product.</li> <li>• Communications plans include promotion of appropriate hygiene practices.</li> </ul>
<b>Personal Protective Equipment</b>	<p>Each state and territory is making decisions based on their public health situation and local conditions. This means the requirements for wearing face masks varies state to state. Please refer to the relevant jurisdiction health authorities for current requirements:</p> <ul style="list-style-type: none"> <li>• <a href="#">Australian Capital Territory</a></li> <li>• <a href="#">New South Wales</a></li> <li>• <a href="#">Northern Territory</a></li> <li>• <a href="#">Queensland</a></li> <li>• <a href="#">South Australia</a></li> <li>• <a href="#">Tasmania</a></li> <li>• <a href="#">Victoria</a></li> <li>• <a href="#">Western Australia</a></li> </ul>
<b>Training &amp; Instruction</b>	
<b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b>	<p>Guidance on the use, maintenance and disposal of face coverings is linked to the resources provided by health authorities, to ensure up to date and consistent instruction to staff. Links are provided on the <a href="#">COVID-19 Breeze page</a>.</p>
<b>Ventilation</b>	
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<p>Corporate Real Estate has engaged with landlords to ensure fresh air flow settings have been maximised in air conditioning systems.</p> <p>Setting for recirculation / fresh air settings remain under the control of relevant building manager / landlord however Corporate Real Estate continue to monitor.</p>
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<p>At all our workplaces cleaning is continuing with an increased frequency where required. Cleaners are concentrating their efforts on areas that remain occupied, particularly the operational areas. Disinfectant cleaning agents are being used to clean bathrooms, kitchens and breakout areas. Cleaners are also regularly cleaning touch points such as door handles, lift control buttons, meeting rooms and entry/exit doors.</p> <p>For areas where equipment may be shared – there are materials provided and clear instruction that workers clean before and at the end of shift to ensure safe handover of equipment.</p>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<p>Cleaning stations have been set up at locations to ensure adequate supplies of cleaning products.</p>
<b>Delivery Protocols</b>	
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<p>Sites that continue to receive deliveries are maintaining physical distancing protocols with couriers and wearing PPE.</p>