

Environmental work planning and cleaning

This document provides information on the responsibility of Coordinators for planning and cleaning in BERG Mt Martha's work during the coronavirus (COVID-19) pandemic.

It applies to meetings, working bees (WB) and other BERG MM activities.

Meetings

Although the limit for public gatherings (indoors or outdoors) has been increased to 10 people effective 21st May 2020, due to the fact that some of our members fall into the high-risk category, and the difficulty in meeting social distancing requirements in a confined area, BERG MM will hold no face-to-face meetings until further notice.

Meetings will be conducted by email, phone call or video conferencing.

Any face to face meetings conducted by members will be at their own risk.

Working Bees (WB):

Co-ordinators are to follow working bee principles for Work Planning, Equipment Cleaning and other safety requirements. There must always be a designated BERG MM coordinator to action BERG MM WB planning and cleaning, even when a Naturelinks employee is present. The Naturelinks employee and the designated BERG coordinator will jointly manage the on-ground works and each will follow their organisation's directive for cleaning of equipment.

Working Bee (WB) Planning

Working Bee Work Plans must take into account the activity to be completed and the site area, noting:

- The number of volunteers/participants at a WB or other activity, including Naturelinks contractor and other people, is limited to 10 people in total or the number allowed under Victorian restrictions at the time of the activity.
- The area must allow for 1 person per four-square metres and participants must observe the 1.5metre social distancing rule. It is vital that Co-ordinators ensure that this occurs.
- A briefing including task allocation will be held at the beginning of all activities to ensure that participants understand where they are to work and what they are to do.
- Coordinators will ensure volunteers have appropriate gear and equipment and do not swap either during the activity.
- Signing in will not take place - instead, photos will be taken as a register of volunteers present and/or the coordinator will write down the names of the people attending to meet insurance requirements. If possible, request that volunteers text or email the co-ordinator acknowledging that they understand the briefing.
- Ensure that people always wear gloves during the activity and perform hand hygiene after removing gloves, upon completing tasks.
- Hand sanitizers should be easily accessible and 2 or 3 placed out at various points.
- Ensure volunteers have read and understood the *BERG MM COVID-19 Notice to Volunteers*.

Work Plan - Coordinator responsibilities

Map out work area

- Define tasks within the area so volunteers are not grouped. Could be planting by sections, followed by guard installation, followed by watering by separate individuals.
- Brief each person on the area to work within and task/s to be completed.
- Reinforce & monitor OHS guidelines and COVID-19 guidelines prior to and during activities.

Morning Teas supplied by BERG Mt Martha are cancelled.

Coordinators to ensure that if volunteers bring their own refreshments, they are not shared amongst other volunteers (other than people from the same household). No sharing of dishes, cups, and cutlery by volunteers. This is documented in the *BERG MM COVID-19 Notice to Volunteers, but please remind volunteers during WB's.*

General Equipment cleaning principles - Coordinators are responsible for cleaning.

These cleaning principles can be used for routine cleaning as well as detailed cleaning if there has been a confirmed case of COVID-19 within a WB group.

Routine cleaning of frequently touched 'surfaces' is undertaken, using appropriate detergent/disinfectant solutions or wipes to minimize the risk of COVID-19 transmission. Particular attention should be paid to frequently used equipment.

It is recommended that the cleaning of equipment be carried out after all working bees and during the working bee if deemed necessary. This is to be done using group nominated cleaning disinfectant - methylated spirits. This is to ensure consistency across the group.

It is preferable to use disposable cleaning cloths, and these should be changed regularly. If unable to use disposable cloths, then reusable cloths are to be cleaned and disinfected regularly e.g. some removable cloths can undergo a wash cycle in the washing machine and then allowed to air dry. All cleaning equipment should be stored clean and dry.

Personal Protective Equipment (PPE) for cleaning.

There is no need for cleaning staff to wear masks when cleaning but they should:

- Wear appropriate personal protective equipment (PPE) for the cleaning products they are using e.g. disposable gloves while cleaning if using a disinfectant.
- Avoid touching their face especially mouth, eyes and nose when cleaning.
- If handling disinfectant solutions, protective eyewear should be worn to avoid eye splashes.
- Use any chemicals in accordance with the Manufacturer's instruction.
- Perform hand hygiene after removing disposable gloves on completion of cleaning tasks.
- Equipment should be stored clean and dry and covered to prevent potential contamination from sneezes or coughs

Appropriate cleaning products

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. The use of combined detergent/disinfectant wipes is acceptable, or solutions can be prepared fresh each day. If using a bleach solution look for products which give a 1000ppm (0.1%) bleach solution either neat or when diluted with water.

Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. **Never mix different cleaning products** as in some instances toxic gases can be generated.

Avoid 'topping up' detergent or disinfectant containers as this can lead to contamination of the containers. If a product requires decanting from a larger to a smaller container, ensure the smaller container is washed and aired before refilling. All surfaces are to be disinfected.

If you want more information about COVID-19 and Victorian government health guidelines you may wish to copy the following links into your browser. You will see FAQs answered by

- *DHHS (Vic): [Victoria | About coronavirus \(COVID-19\)](#)*
- *Dept Health (National): [Coronavirus \(COVID-19\) resources](#)*