

# 3BBRfm POLICY STATEMENT & SAFETY MANAGEMENT PLAN

## Covid 19

### Preamble:

3BBR is a community radio station manned entirely by volunteers. The majority of those volunteers would fit into the “high risk” category with respect to the consequences of catching COVID 19. The purpose of this document is to outline 3BBRFM’s commitment to volunteer safety and well-being in the COVID 19 environment. It should be read in conjunction with all the official documents released by the relevant Government departments.

If there are differences in policy between the Government policy and this document, the Government policy always takes precedence.

### 3BBR Statement of Policy

- Asserts that the 3BBRFM Board has responsibility for the safety of **all** the volunteers and that the board will make decisions based on known facts and Government policy.
- Recognises the rights of volunteers to be responsible for their own health and well-being but that right, and subsequent conduct, must extend to protection of their fellow volunteers.
- Allows any volunteer that feels unsafe / insecure to not attend the station without risk of losing their broadcast position on return.
- Requires that any volunteer that is unwell, or just “feels” unwell, **does not** attend the station (not limited to COVID 19 symptoms).
- Allows for the production of radio shows / items of interest from home, and that they will be put to air in a timely manner (recognising that some limitations apply).
- Requires volunteers to perform all the duties as outlined in this, and other related documents, as produced from time to time.
- Aims to enable “live” presenters to broadcast from the studio where possible, subject to such conditions and restrictions as are necessary to be applied based on the current “threat” level.
- Supports a principle: “If you can stay at home, you should” as a key element of the policy.
- Recognises that radio can provide comfort to some people in times of stress.
- Provides for auditing and monitoring of compliance with the policy and procedures and disciplinary action in the event of failures to undertake proper processes.

The following sections outline the station policy for each of the current known “Stages” of Government restrictions:

**Stage 2:**

1. Live presenters allowed at station provided they have undertaken the appropriate briefing on cleanliness and use of the OTS computer system (see procedural documents).
2. No more than 2 people in “On Air” studio at a time.
3. No more than 4 people in the building at one time.
4. Social distancing requirements to be observed at all times.
5. Cleaning to be undertaken as per the procedural document (attached at Appendix A.).
6. Minimum of a one hour break between “live” presenters.
7. Station to be vacated as soon as possible at the end of “on air” time.

**Stage 3:**

1. Only presenters that have previously completed the briefing on cleanliness and use of the OTS computer system allowed. No further briefings possible.
2. No more than 1 person allowed in the building at a time.
3. Cleaning to be undertaken as per the procedural document (attached at Appendix A.).
4. Minimum of 2 hour break between “live” presenters.
5. Station to be vacated as soon as possible at the end of “on air” time.
6. No person from a Stage 4, or higher designated local government area to attend the station.
7. Any requirements to attend the building for other activities (computer maintenance, etc) to be done whilst there is no “live” presenter in attendance.

**Stage 4:**

1. No “live” presenters.
2. Limited access to attend to production requirements, limited to one person at a time.

**Other:**

1. Station will be locked down, and deep cleaned, if any of the following occur:
  - Presenter, who has attended the station, reports contracting COVID 19
  - Presenter, who has attended the station, reports coming into contact with somebody that has tested positive to COVID 19

### **Station Responsibilities:**

- Provide gloves, cleaning equipment, wipes, garbage bags, hand sanitiser, soap.
- Provide adequate instructional signage (cleanliness, personal hygiene)
- Provide sign-in mechanism
- Provide checklists to maintain a record that cleaning processes have been undertaken (Appendix B.)
- Audit on a regular basis to ensure compliance

### **Presenter Responsibilities:**

- Will **NOT** attend the station if unwell, or “feel” unwell
- Will **NOT** attend the station if they know or suspect that they have been in contact with a person suffering from COVID -19 (will report that incidence to the station president)
- Will report contracting COVID 19 to the station President as soon as possible, and will not attend the station.
- Will practice social distancing, as is applicable based on “Stage”.
- Correct use of hand sanitiser on arrival at station, and other times as appropriate (Appendix B. attached). Note: It is better to wash your hands with soap and water.
- Sign in / sign out – recording correct times
- Follow the checklists for cleaning on arrival / departure using Appendix A. as the requirements.
- Will leave the console and computers in the proper configuration at the end of shift to enable proper remote management.
- Will not share personal equipment (e.g. headphones etc).
- Use a fresh microphone sock as provided to commence broadcasting and when finished remove it and place it in the bin provided for used microphone socks to be washed. NB. Do NOT use your own microphone sock.
- Will take home everything brought into the station by them, including their rubbish.
- Will leave the station as soon as is practical at the end of their on air time.
- Note: There is no requirement to wear a mask whilst on air, the expectation is you will wear it to and from the station as per current Government policy.
- If at any time a “live” presenter feels unsafe or uncomfortable they should withdraw their offer of presenting live from the studio, without any detriment to their position when/if they return later.

- Recognises that in failure to comply with the above conditions will result in withdrawal of the live broadcasting privileges.

# Appendix A: CLEANING PROCESS

The following steps must be undertaken:

## General:

- All cleaning tasks should involve the use of gloves for protection (provided). Correct glove removal technique must be adhered to, including washing hands on removal (Appendix B.).
- Use of hand sanitiser should be in line with current accepted best practice (see Appendix B.)
- All wipes that are used should be placed in provided rubbish bags and that bag must be removed at the end of your shift. This applies to any other rubbish you may generate whilst in attendance as well.
- Anything that is brought to the station must leave with you at the end of the shift

## On Arrival at Station

- Use own hand sanitiser before accessing the key safe.
- Access key, unlock doors and return key to the key safe and lock.
- Enter building and use hand sanitiser inside door before proceeding.
- Sign in, including logging the correct time

## Pre-clean

**Rationale:** You are responsible for your own safety as much as is possible, you should not rely on the actions of others.

- Wipe down all surfaces that you are likely to come in contact with using alcohol wipes, including any door handles, equipment etc
- If surfaces are particularly dirty use soap and water to clean thoroughly
- Do **NOT** allow soap and water to come in contact with electrical equipment
- Care should be taken with the studio console, CD players, computer keyboards, mice, etc. Wipe down carefully with a nearly dry alcohol wipe (i.e. not dripping wet!). Wipe paying particular attention to any buttons / sliders you are likely to use / touch.
- If using station CD's they should be cleaned as they are taken from the racks.

## Post-clean

**Rationale:** You should leave the building in as COVID safe condition, as is possible, to minimise the risk of the disease being spread should you inadvertently attend infected.

- Everything you have touched needs to be wiped down as you leave. So as you “back out” of a room you should be following the same guidelines as per “**Pre-clean**”

- If you have coughed or sneezed whilst at the station you need to widen the cleaning area and should give everything a good wipe down with alcohol wipes. If the heater / air conditioner is running this may involve a considerable area (consider airflow when making decisions about what to wipe down)
- Care should be taken to include door handles on exiting the building.
- Wipe down the key and key safe when accessing them to lock the station.
- All rubbish to be removed from the station.

**Toilet specific:**

- If you use the toilet area it must be cleaned in line with the protocol above.
- Before flushing the toilet you should lower the lid to reduce the risk of spread of aerosol particles.

# How to clean your hands with hand sanitiser

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

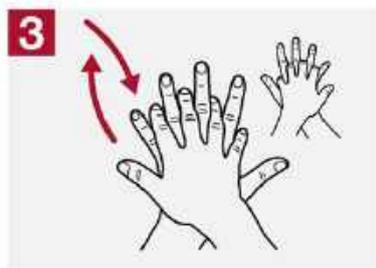
**🕒 Duration of the entire procedure: 20-30 seconds**



Apply the product in a cupped hand;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

## Appendix B: Personal Hygiene (continued)

### Additional Information:



# Cleaning to prevent the spread of COVID-19

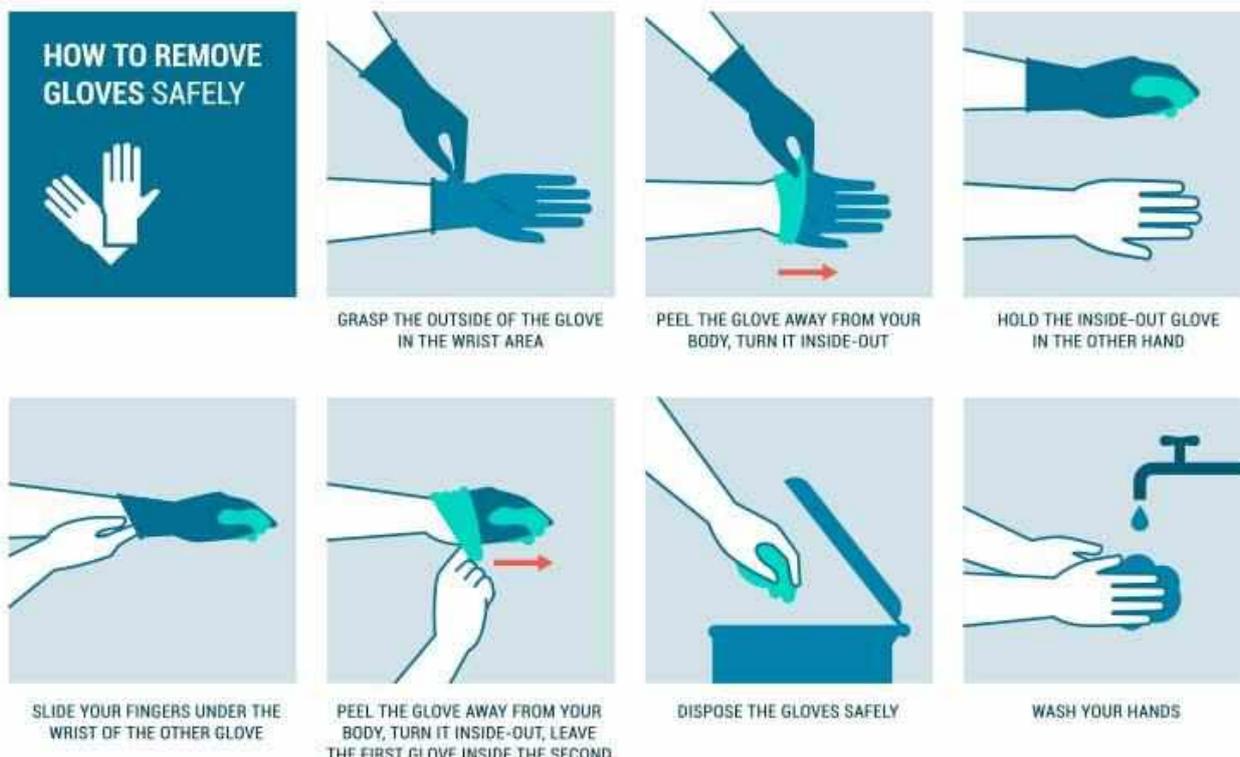
## Cleaning and disinfection

Cleaning and disinfecting are two different processes:

**Cleaning** means physically removing germs, dirt and organic matter from surfaces.

**Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if





## Coronavirus COVID-19

Updated: 26 May 2020

### How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.



# Coronavirus COVID-19

Updated: 26 May 2020

## How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- > clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- > a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

If your workplace handles food, you should follow the additional advice of [Food Standards Australia New Zealand](#).



# Coronavirus COVID-19

Updated: 26 May 2020

## What should I use for routine cleaning?

### *Hard surfaces*

In most circumstances, cleaning with detergent and water is sufficient.

### *Soft or porous surfaces*

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

## What should I use to disinfect?

### *Hard surfaces*

Disinfectants that are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in) include: alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

### *Soft or porous surfaces*

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

## Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the Safe Work Australia [SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- > gloves, elbow-length if available, and
- > eye protection (safety glasses, not prescription glasses).

[swa.gov.au/coronavirus](https://swa.gov.au/coronavirus)





## Coronavirus **COVID-19**

Updated: 26 May 2020

### **Disposal or cleaning of materials and PPE**

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

[swa.gov.au/coronavirus](https://swa.gov.au/coronavirus)

