



ALPINE RADIO COVID SAFE PLAN

From 1:00pm Saturday 21 August 2021, restrictions across Victoria change.

You can find the latest advice and information on COVID-Safe settings for the way we work [here](#).

Journalists and media officers are included in the list of authorised workers.

The Victorian Premier, Daniel Andrews, announced on 3rd August 2020 that radio broadcasting organisation in Victoria can remain open for on-site work.

Prior to this, radio broadcasting was listed as a permitted activity under Information Media and Telecommunications, and CBAA interpreted this to apply to community radio stations.

Purpose

In Victoria, a COVID Safe Plan is mandatory for high-risk industries and advised for all other permitted work.

Alpine Radio's COVID Safe Plan helps protect our staff, presenters, volunteers and visitors to prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

The plan aims to minimise risk in the workplace with suitable mitigating actions, enabling us to continue broadcasting while adhering to strict physical distancing, health and hygiene advice and other public health directives.

Overview

Alpine Radio established a Coronavirus (COVID-19) Sub-Committee (the sub-committee) in March 2020, reporting to the Committee of Management (CoM). The sub-committee has developed and implemented risk management measures to enable the radio station to stay on air and to meet its Emergency Broadcaster obligations.

We encourage all volunteers to put themselves, and their health first and to stay home should they feel that it's in their best interest to do so.

- Maximum number of people in the station is 6 to meet the one worker per four square metres of enclosed workspace or in shared areas.

- Visible outdoor/indoor signage has been implemented with directives about maximum number of people, face coverings and station hygiene requirements.
- Only one person at a time is permitted in the main studio. This means only the regular presenters will present their programs and no guest presenters, outside guests or friends are permitted to be in the studio.

Exception: Where two presenters are from the same household.

- Presenters and volunteers must wear a face mask when entering the building and follow the station hygiene procedure and the normal sign in/sign out procedure upon entry to the station.
- Presenters must follow the cleaning and sanitising procedure at the beginning of their shift in studio 1 and when preparing a program in studio 2.
- Visitors to the station must wear a face mask when entering the building, sanitise hands and sign in using the contact sheet in the entrance foyer.
- A remote studio option has been implemented for some programs, where the presenter is trained and has the required equipment. The remote studio option will allow additional people to participate in the show via phone or Zoom connection or in person if they are members of the household.¹
- Station admin support will be reduced and where possible admin tasks will be done remotely.

Alpine Radio's COVID Safe Plan

Alpine Radio's COVID Safe Plan (this plan) sets out how Alpine Radio will meet all of the requirements set out by the Victorian Government.

The plan will be updated as and when restrictions change.

1. Alpine Radio's COVID Safe Plan sets out the actions taken to help prevent the introduction of coronavirus (COVID-19) in the workplace. Alpine Radio's Committee of Management (CoM) has implemented the following actions to keep our workplace safe:
 - Clear and timely education and communication for staff, presenters, and volunteers on how to be COVID safe. Hand and cough/sneeze hygiene, and physical distancing is to be maintained at all times.
 - Station staff, presenters and volunteers must stay home if feeling unwell or experiencing symptoms of coronavirus however mild. As per Chief Health Officer advice, they must get tested for coronavirus and must notify the station

¹ This was applicable during 2020 lockdown. Talk to Station Manager for more information.

manager if they are a positive case. Members who test positive must not come into the radio station.

- Station staff, presenters and volunteers are to self-isolate from the station for 14 days when:
 - returning from locations where they may have been exposed to coronavirus, i.e. locations that are listed on the DHSS website as exposure sites.
 - they have been directed to a period of 14-day quarantine by the DHHS as a result of being a close contact of someone with coronavirus (COVID-19).
 - they have been in close contact with anyone who may have been exposed to coronavirus, or
 - they experience any signs or symptoms that may relate to coronavirus.

If during the above self-quarantine situations, the person has a coronavirus test and the result is negative, they can return to the station if they have no symptoms, if there is no directive by DHHS, and have notified the Station Manager.

- Station staff, presenters and volunteers should not attend the station until advised by DHHS that they are released from isolation or until their 14-day quarantine period is complete,
- A record of all workers and visitors who attend Alpine Radio for longer than 15 minutes must be kept, including name, date/time of visit and contact details.
- From 28 May 2021, community facilities (for example, community centres, community halls, and neighbourhood houses) must use the free Victorian Government QR Code Service through the Service Victoria app. Alpine Radio has implemented QR Code effective 27th May 2021.
- Station staff, presenters and volunteers will, in addition to scanning the QR Code when entering the station, continue to sign in using the normal sign in book when they arrive at the station. In addition, they must complete and sign the studio record sheet when they use the main studio or studio 2.
- Signage has been installed at station entrance to provide visitors with directives about masks, sign in and hand hygiene. Station hygiene posters are displayed in foyer, toilet, kitchen and in studios. Signage is updated as restrictions change.
- Hand sanitiser is provided in building foyer, main office and studios. Hand sanitiser station and bottles are monitored and refilled as required.

- A Station Cleaning Checklist has been implemented, covering:
 - a. **COVID-19 Cleaning Routine** - Regular cleaning and disinfecting of high touch surfaces at least twice daily – presenters are responsible for cleaning/disinfecting studio 1 and 2 between shifts. Station Manager does regular cleans in the main office and production studio. Isopropyl alcohol spray is provided for electronic equipment and microphones.
 - b. **General Cleaning Routine** - Increased environmental cleaning by volunteers in all station work spaces.
 - c. A kitchen protocol has been established, prohibiting use of crockery, cutlery and glassware when restrictions are in force. Staff, presenters and volunteers are to bring their own cup and/or drink bottle.
 - Visits to the station have been limited as follows:
 - a. Presenters who are on-air presenting a program
 - b. Presenters who are putting together a program
 - c. Technicians who are working or doing maintenance (e.g. station technical officers).
 - d. Necessary visits by people who are there for a specific purpose (e.g. to maintain premises, replace sanitising consumables).
 - All on-air interviews to be conducted by telephone. No face to face interviews permitted. Interviews can be conducted by phone or Zoom conferencing. This means that programs can continue with one presenter on their own or with guests via phone or Zoom.
 - Admin support reduced to one day per week as supervised by Station Manager.
2. The level of face-covering or personal protective equipment (PPE) required for our staff, presenters, volunteers and visitors is as follows:
- You must wear a mask on your way in and out of the station, and all the time when in the station workspaces, except for when presenting on-air. You are exempt from wearing a mask during live broadcasting.
 - You must always wear a mask except when eating and drinking. Physical distancing is always to be maintained.

Exceptions

- a. On-air presenter does not need to wear a mask and should be alone in the main studio the whole time. If the presenter leaves the studio to

have a toilet break or a tea break, they must wear a mask outside the main studio if others are present in the common areas.

- b. Where one person occupies an office or studio space, they can remove the mask with the proviso that they put it on if someone enters the room.

Refer [DHHS](#) website for guidance on lawful excuses for not wearing a mask

3. The plan must demonstrate how we will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

The following outlines our procedure if a staff member, presenter, or volunteer is tested positive for coronavirus (COVID-19):

- If the person has been tested elsewhere (highly unlikely) and is positive, Alpine Radio immediately contacts DHHS.
 - If the person has been tested locally, Alpine Health immediately contacts DHHS and follows their advice.
 - Identify anyone who had contact with the infected person at the station and send them home to isolate.
 - Inform staff, presenters and volunteers and close the station for an industrial clean.
 - Review the Alpine Radio COVID Safe Plan (this plan) and update for new risks.
4. The plan must demonstrate how we will meet all the requirements set out by the Victorian Government. Some higher-risk industries or workplaces may have additional requirements of employers and employees. Alpine Radio will monitor DHHS advice regarding workplace requirements.

When restrictions are in force in Victoria, workplaces that remain open must:

- have a COVID Safe Plan in place that is regularly updated (unless you are a small business with fewer than 5 employees)
- ensure that any workers that can work from home are able to do so
- collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply)
- one worker per four square metres of enclosed workspace or in shared areas

- unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers
- ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work
- if your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result
- report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- regularly clean your facilities, shared spaces and provide additional cleaning supplies
- undertake risk assessments for cleaning and the potential closure of your workplace in certain situations.

Alpine Radio's business continuity

- Alpine Radio has legal obligations as an official Emergency Broadcaster to remain on air and broadcast emergency information, wherever possible.
- Alpine Radio's COVID Safe Plan enables business continuity to be achieved with a reduced 'workforce' to meet the minimum requirements for emergency broadcasting and to keep our people safe.

Note: As in any emergency, presenters are to read VicEmergency messages verbatim and must not editorialise or comment on the information.


- Alpine Radio will issue personalised letters to station staff, presenters, and volunteers to carry when in transit to and from the radio station on Alpine Radio business when statewide or regional restrictions are in force.

References

- [DHHS Coronavirus](#)
- [Business Victoria, Creating A COVID Safe Workplace](#)
- [DHHS Lawful Excuses For Not Wearing A Face Covering](#)
- [DHHS Victoria's Restriction Levels](#)

Policy updates

Version Control	Date Amended	Author
Version 1.5	21 August 2021	Linda Parkinson
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Version 1.3	2 June 2021	Linda Parkinson
Version 1.2	27 May 2021	Linda Parkinson
Version 1.1	13 August 2020	Linda Parkinson
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