



Murrumbidgee
COUNCIL

COVID 19

**Actions and efforts to reduce the spread of COVID 19
among staff, community members and visitors**

Updated 15 June 2021

Changes to take effect immediately

Containers SC14 and SC 271

Red Zones/Hot Spots:

Any staff members, Councillors or visitors who have been within a declared red zone or hot spot within 14 days of declaration, must undertake a COVID 19 test and self-isolate until a negative result is returned.

No access to any Office, Depots, Library or worksites are permitted until a negative result is returned.

Any staff members who choose to visit a hot spot or red zone after the date of declaration, **will not be eligible** for COVID 19 special leave.

Council Meetings:

- Council Meetings and Workshops to be held in Chambers of Jerilderie and Darlington Point, with physical distancing rules of 2 sq metres adhered to. Meetings open to public where physical distancing rules permit. 4 sq metre distancing applies.
- In person deputations only permitted as determined by Mayor and General Manager

Critical Services:

- Water Supply is a critical service
- Waste Water is a critical service
- Waste collection and disposal is a critical service

Operation of Critical Services:

- Licenced and accredited operators should avoid, where practicable, working together. The only times they should work together is when both need to perform tasks that cannot be performed by the assistance of a non-accredited person.
- Licenced and accredited operators can perform any other duties.

- The COVID-19 virus has been found in sewerage systems in Australia and overseas. Additional precautions are to be taken for anyone having to work in or near waste water (sewerage).

Essential Services:

- Bendigo Bank
- Development & Building Applications & Inspections
- Road Maintenance
- Maintenance of Public Areas
- Finance and Corporate Functions
- Maintenance of Plant and Fleet
- Weed Control
- Responding to Menacing or Nuisance Dogs
- Managing Funeral Grave Sites
- Meals on Wheels (Darlington Point and Coleambally)
- Emergency Management
- Stock Control
- Opening, closing and road access
- Public Health Inspections
- Responding to safety requests

Social distancing (indoor/outdoor):

- Keeping a distance of at least 1.5m
- 4 sqm space requirement to be adhered too, unless, under certain circumstances, Public Health Order allows 2 sq metres
- No shaking of hands
- No kissing/hugging
- No personal touch of any kind

Gatherings:

- All gatherings/functions/meetings organised by staff/attended by staff must comply with the NSW State Government and Public Health Orders.
- Staff members are not permitted to attend functions or meetings within identified red zones or hot spots.

Meetings:

- Restrictions on personal meetings
- Meetings with external stakeholders (eg RMS) within the Council office environment and travelling together in vehicles (eg for road inspections) is permitted. However, the area of their origin of travel needs to be identified so as not to be placing staff well-being at risk.
- Do not hold face to face meetings with persons from a declared red zone/hot spot by a jurisdiction (QLD, VIC, NSW, ACT, TAS, SA, NT)

Hygiene practices:

- Regular washing of hands
- Use of hand sanitizer

- Sneezing or coughing into clean tissue, dispose of immediately, then sanitize or clean your hands
- Hourly or before use wiping down surfaces and objects with disinfectant:
 - o Benches
 - o Door knobs
 - o Phones
 - o Computers
 - o Debit and credit cards
 - o ATM
 - o EFTPOS
 - o Printers
 - o Filing cabinets
 - o Taps
 - o Basins
 - o Fridges
 - o Pens
 - o Steering wheels
 - o Gear shifts
 - o Door handles
 - o Dashes
 - o Arm rests
 - o Hand tools and equipment
 - o Anything which can keep the virus active

(COVID 19 lingers for up to 4 hours on copper surfaces, 24 hours on cardboard, 48 hours on steel surfaces and 72 hours on plastic)

- Do not share food or drinks of any kind

Offices:

Any staff members or visitors who have been in a declared red zone or hot spot within 14 days of declaration, must undertake a COVID 19 test and self-isolate until a negative result is returned.

- Coleambally, Jerilderie and Darlington Point offices open to public:
 - o 8.30am to 12.00pm and 1.00pm to 5.00pm weekdays (Coly closed 1.00pm – 2.00pm)
 - o During office midday closure entire office to be sanitised
 - o 3 members of public only at a time allowed entry to office
 - o All staff are to return to the office, provided physical distancing is adhered to - 1 person per 2 sq metres indoor space requirement with a distance of at least 1.5m (unless staff provide medical advice which states otherwise).
- Office cleaner responsible for cleaning and sanitizing offices after 5.00pm and before 8.30am
- Staff who respond to customers responsible for cleaning and sanitising touch points
- Extra care and attention to PPE whilst sanitizing

- No eating or drinking at your desks
- No family or community members in the office area
- Development Applications across Murrumbidgee Council contact Kelly
- Service requests or complaints contact
 - Jerilderie - Bryan Payne 0428 579095
 - Darlington Point & Coleambally – Shane Curphey 0427 684166

Public Facilities in Operation (controlled by Council):

Staff members or visitors who have been in a declared red zone or hot spot within 14 days of declaration, must undertake a COVID 19 test and self-isolate until a negative result is returned.

- Library (has a COVID-19 Safe Plan)
- Swimming Pools
- Gymnasiums
- John McInnes Square
- Skate Parks
- Water fountains
- Halls /Venues
- Museums
- Facilities run by a third party will not have a Council direction, they must decide themselves based on advice provided by the State and Federal Government
- Playgrounds
- Outside exercise equipment
- Public BBQ's
- Signage on public seating and tables
- Public Toilets (all to have once daily cleaning schedule)
 - Darlington Point: Toilet block behind Murrumbidgee Shire Hall and near Punt Hotel both operational.
 - Coleambally: John McInnes Square and Lions Park Toilets – both operational.
 - Jerilderie: 63 Jerilderie Street (next to bakery) and Elliott Park both operational
 - All other public toilets (eg Monash Park disabled toilet)

Council Leased Facilities: Repealed 31 December 2020

Working from home:

- All staff are to return to the office, provided physical distancing is adhered to - 1 person per 2 sq metres indoor space requirement with a distance of at least 1.5m (unless staff provide medical advice which states otherwise).

Front line Personnel:

- Each time of handling cash, hands must be disinfected with hand sanitiser
- Please request the use of credit or debit cards and do not handle others cards
- After each card transaction sanitize the EFTPOS machine
- Sanitise any pens or equipment used by members of the public after each use

Travelling to and from job sites:

- Legal limit of vehicle capacity to be adhered to
- Keep air circulating via windows whilst travelling

All Staff:

- During this time, staff may be asked to perform functions which are not normally your day to day functions. You are expected to perform, as we place our efforts into maintaining our services, especially our critical service.
- No employee will be asked to perform a task they are not capable of performing.
- Working closely with each other may be unavoidable, key is to not place others at risk. If you feel any of the symptoms, do not undertake these tasks. Better still stay at home, and seek medical advice.

Approaches by members of the public:

- If you are approached by members of the public please ensure you follow the social distancing rules
 - o Be courteous and respectful
 - o If they encroach on your social distancing space, ask them to stop
 - o If they continue to approach, and the job site is safe to do so take security in a vehicle. If no vehicle leave the area and call the police
 - Coleambally Police Station (02) 6954 4104
 - Darlington Point Police Station (02) 6968 4144
 - Jerilderie Police Station (03) 5886 1244

Special Leave Provision:

- Any staff members who choose to visit a hot spot or red zone after the date of declaration, **will not be eligible** for COVID 19 special leave.
- With the above exclusion, leave resulting from suspicion or actual COVID 19 exposure will be borne by a special leave provision. No employee will be required to take Sick, Annual or Long Service Leave. Staff who are concerned they may have contracted COVID 19 should contact the Department of Health's National Coronavirus Helpline, 1800 020 080
- Medical certificates will not be required.
- Staff having exposure to a known COVID source, or on advice of the medical profession, will be via a special leave provision.
- If you display symptoms of COVID 19 self-isolate, speak to a medical professional. If determined not likely to be COVID 19, return to work if you are fit to do so.

The above is subject to change at any time, at the direction of the General Manager.