

# COVIDSafe Plan – ICON Drive Services

---

Updated: October 2021



## COVIDSafe Plan

Business name: ICON Drive Services  
Address: PO Box 85 Blackburn, Victoria, 3130  
Plan completed by: Matt McPhee  
Job title: Director  
Date reviewed: 11/10/2021  
Next review: As Per Government Required Updates

### **ICON Drive Services Vaccine Policy and Procedure:**

ICON Drive Services understands that Covid-19 poses an extreme threat to the community, and with that comes a responsibility to keep the community safe. ICON Drive Services follow all government requirements, mandates, and notices, when dealing with Covid-19, including the need to be vaccinated.

All ICON Drive Services personnel are fully vaccinated, as are all contractors used to deliver services for and on behalf of ICON Drive Services. It is our expectation that any person utilizing our services are fully vaccinated as well. This is a requirement that provides a level of protection for the people utilising our services, contractors, business associates, friends, family, and ourselves.

### **Policy:**

For the safety of ICON Drive Services personnel, their contractors, and the wider community, ICON Drive Services will not offer services to a person that is not vaccinated.

ICON Drive Services require any person entering the vehicle for any purpose, to be fully vaccinated prior to the delivery of services offered by ICON Drive Services, or a service requested by ICON Drive Services the requires the use of the vehicle. This includes, but is not limited to:

- Students
- Occupational Therapy Driving Assessors
- Support Workers
- Support Coordinators
- Vic Roads Personnel, including Licence Testing Officers
- Any person(s) working on the vehicle for any reason
- Any person(s) travelling within the vehicle for any reason at any time

In the instance that a person has a valid exemption, can provide proof of the exemption, and has adequately answered the mandatory questions, ICON Drive Services MAY provide service. ICON Drive Services will always look at ways a service can be delivered, however, the decision to provide service is at the discretion of ICON Drive Services alone, and may have requirements applied, such as:

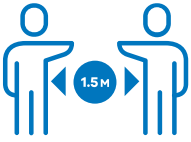
- A wait period is applied
- A negative test result is received, no longer than 3 days prior

ICON Drive Services will not provide services to a person that by choice is not vaccinated, is unwilling to be vaccinated, or has not booked to get vaccinated.

**Procedure:**

*See CovidSafe Plan – Section 1, Physical Distancing*

NOTE: This policy will be reviewed in line with Government advise.



# 1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p>	<p><i>Due to the inability to adequately physically distance while in the vehicle, Instructors will ask the following questions prior to each lesson. If any answer is 'Yes', then the lesson will be cancelled and rescheduled to a later date:</i></p> <ul style="list-style-type: none"> <li>• <i>Are you fully vaccinated, with a government approved vaccine, against Covid-19?</i></li> <li>• <i>If 'No' – Do you have a valid exemption:</i></li> <li>• <i>'Yes' – To be sighted and all questions answered 'No'</i></li> <li>• <i>'No' – No service to be offered</i></li> <li>• <i>Do you, or anyone in your family feel unwell, or have any symptoms relating to Covid-19?</i></li> <li>• <i>Have you returned from interstate or overseas in the past 14 days?</i></li> <li>• <i>Have you been required to self-isolate for any reason in the past 30 days?</i></li> <li>• <i>Have you or anyone in your family come into contact with anyone that has been required to self-isolate in the past 14 days?</i></li> <li>• <i>Have you or your family come into contact with anyone that has been diagnosed as Covid-19 positive in the past 21 days?</i></li> </ul> <p><i>A laminated card will be in the vehicle stating maximum number of persons allowed in the vehicle.</i></p> <p><i>When in public places (Test Stations etc), the instructor will abide by social distancing guidelines and any stated requirements.</i></p>	<p>Driving Instructors</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p><i>Instructors will structure lessons times to allow for sanitisation, screening questions, and general questions.</i></p> <p><i>The number of people allowed within the vehicle will be determined by the activity. General Lessons – 2 License Test – 3 OT Assessments - 3</i></p> <p><i>Parents of students will not be allowed in the vehicle, unless for specific medical or exemption reasons.</i></p>	<p>Driving Instructor</p>

<b>RECOMMENDATIONS &amp; REQUIREMENTS</b>	<b>DESCRIBE WHAT YOU WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	<i>Physical distancing within the vehicle is controlled by use of face masks, sanitation, and restriction of the number of people allowed in the vehicle at any time. See above for restricted numbers.</i>	Driving Instructor
You should give training to workers on physical distancing while working and socialising. How will you do this?	<p><i>All instructors are trained in the need for physical distancing, the requirement, and application. Training is also provided in the use and disposal of facemasks and any required PPE. Instructors are required to follow the protocols as mandated by ICON Drive Services.</i></p> <p><i>At all times instructors will follow good hygiene practices, by regular washing of hands, use of hand sanitiser, disinfectants, and any required PPE.</i></p>	ICON Drive Services



## 2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p>	<p><i>A facemask is mandatory for all persons within the vehicle, at all times, unless a lawful exception applies.</i></p> <p><i>The instructor may elect to wear appropriate gloves, however, the gloves should in no way hinder the instructor's ability to take control of the vehicle if required.</i></p> <p><i>ICON Drive Services will audit the use of face masks and any additional required PPE. A breach of protocol will result in re-training, and possible disciplinary action.</i></p> <p><i>The instructor will ensure an adequate supply of facemasks is available in the event a student or other persons do not have one. The instructor will provide additional PPE as required to comply with the CovidSafe Plan.</i></p>	<p>Driving Instructor</p>
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p><i>Training is provided in the use and disposal of facemasks and any required PPE. Instructors are required to follow the protocols as mandated by ICON Drive Services.</i></p> <p><i>At all times instructors will follow good hygiene practices, by regular washing of hands, use of hand sanitiser, disinfectants, and any required PPE.</i></p>	<p>ICON Drive Services</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• adhere to extra face mask requirements</li> <li>• appoint Covid Marshals</li> <li>• conduct surveillance testing for COVID-19.</li> </ul> <p>How will you do this?</p>	<p>N/A</p>	



### 3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You <b>must</b> clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p>	<p><i>Instructors are required to disinfect high touch areas within the vehicle before and after each lesson. These high touch areas are:</i></p> <ul style="list-style-type: none"> <li>• <i>Steering wheel</i></li> <li>• <i>Gear selector</i></li> <li>• <i>Indicator and wiper arms</i></li> <li>• <i>Door handles (Inside and out)</i></li> <li>• <i>Mirrors</i></li> <li>• <i>Internal buttons dials and gauges</i></li> <li>• <i>Seat belts, buckles, and seats</i></li> <li>• <i>Consoles and door rests</i></li> <li>• <i>Window switches and locks</i></li> <li>• <i>Keys and remote entry pads</i></li> <li>• <i>Lights and hazard light switches</i></li> </ul>	<p>Driving Instructor</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>N/A</p>	
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p><i>The Instructor will carry and maintain adequate supply of cleaning, sanitising, and disinfectant products within the vehicle at all times. This includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Hand sanitiser</i></li> <li>• <i>Spray and wipe disinfectant</i></li> <li>• <i>Disposable paper towel or cloths</i></li> <li>• <i>Disinfectant glass and mirror cleaner</i></li> </ul>	<p>Driving Instructor</p>



## 4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Every Victorian business (with some limited exceptions) <b>must</b> use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?	<i>ICON Drive Services use the free Victorian Government QR Code Service for electronic record keeping. Each instructor must register, receive, and utilize the QR Code Service. All persons entering the vehicle must login using the QR Code Service.</i>  <i>If a person does not have access to the QR Code Service, a record, including all relevant detail, is to be manually or electronically recorded.</i>	Driving Instructor
Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?	N/A	
You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?	<i>At any time that an instructor feels unwell, they must postpone all lessons, get tested, and isolate for the required period.</i>	Driving Instructors, ICON Drive Services

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> <li>• to respond to a worker being notified they are a positive case or a close contact while at work</li> <li>• to clean the worksite (or part) in the event of a positive case</li> <li>• to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>• to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</li> <li>• if you have been instructed to close by the Department of Health</li> <li>• to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</li> </ul>	<p><i>In the event that a student or close contact reports that they have been found to be Covid-19 positive, then the following will apply:</i></p> <ul style="list-style-type: none"> <li>&gt; <i>All driving lesson and activity will be suspended immediately</i></li> <li>&gt; <i>Contact the DHHS and notify them of steps taken, and provide information as required</i></li> <li>&gt; <i>Impacted persons will get tested and self-isolate immediately</i></li> <li>&gt; <i>Impacted persons will follow all health services guidelines regarding isolation and testing.</i></li> <li>&gt; <i>All records of lessons and close contacts are to be forwarded to the relevant authority as soon as practicable.</i></li> <li>&gt; <i>Vehicle(s) are to be deep cleaned, sanitised, and disinfected immediately.</i></li> <li>&gt; <i>Worksafe to be immediately notified if a student is confirmed as positive. Self-isolation protocols and testing to be completed prior to resumption of any activity.</i></li> <li>&gt; <i>Await re-opening clearance from DHHS</i></li> </ul>	<p>Driving Instructor, ICON Drive Services</p>





## Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<p><i>During all lessons, the instructor will request that the student pull to the side of the road, open the windows of the vehicle to allow fresh air to enter. Where possible, a window will be adjusted allowing air flow through the vehicle.</i></p> <p><i>When using the air-conditioner or heater, the air flow will be set to take fresh air from outside the vehicle at all times. The recirculation control will not be used, unless driving through freeway tunnels, smoke, or where air quality is compromised. This should only occur until the air quality is deemed acceptable.</i></p>	<p>Driving Instructor</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</li> <li>• conduct surveillance testing.</li> </ul>	<p>N/A</p>	



## 6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>As driving instructors, each instructor is deemed a bubble to themselves, and the student or person in the vehicle at any time.</p>	<p>Driving Instructor</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• limit or stop workers working across multiple sites where practical</li> <li>• keep records of workers who are working for different employers across multiple premises.</li> </ul>	<p>N/A</p>	<p>Site Manager</p>