



# Moreland Community Garden Continuity Plan (COVID-19)

Document Preparation & Control	
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Document Approval	Signature
MCG Board	Refer meeting minutes

Project Document Version	Date
Revision G	05/11/2020

Document Version History			
Version No.	Date	Document Status	Brief Description of Change(s) from Previous Version
A	31/03/2020	For discussion	Initial Draft Plan for discussion
B	07/05/2020	Board Issue	Updated plan for Board endorsement
C	11/05/2020	Board and OC Issue	Updated plan to align with State Government Stage 1 Transition
D	04/06/2020	Board and OC Issue	Updated plan to align with State Government Stage 2 Transition June 1 easing of restrictions
E	02/07/2020	Board and OC Issue	Updated plan to align with State Government update with suburb hot spot
F	06/08/2020	Board and OC Issue	Updated plan to align with State Government Stage 4 restrictions



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G	05/11/2020	Board and OC Issue	Updated plan to align with State Government Stage 3 restrictions, and addition of COVID Safe Plan
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## 1 OBJECTIVES AND GUIDELINES

This continuity plan is designed to provide detail around the Moreland Community Garden (MCG) board's immediate continuity response and recovery strategy for all its MCG sites.

Business continuity related events may include:

- Loss of members;
- Loss of access to our gardens;
- Loss or severe impairment of community garden events and key functions;

This plan is designed to be applied either on its own (when not preceded by an incident requiring the deployment of the Emergency Management Plan), or where a transition from incident or emergency response, through to full recovery is required.

The plan formalises the Board's position on MCGs continuity response and recovery strategy and is designed to sit as an overarching plan. It is intended that simplified instructions and communications are provided to MCGs members based on the overarching plan.

The plan follows and supports the COVID-19 restriction levels set by the Victorian State Government and documented at <https://www.dhhs.vic.gov.au/coronavirus>

## 2 BUSINESS CONTINUITY FRAMEWORK

A business continuity framework is necessary to ensure MCG can react immediately and effectively to any major disruptions or interruptions in its operation.

Version [D](#) of this plan covers the transition from the Response Stage to the Recovery Stage.

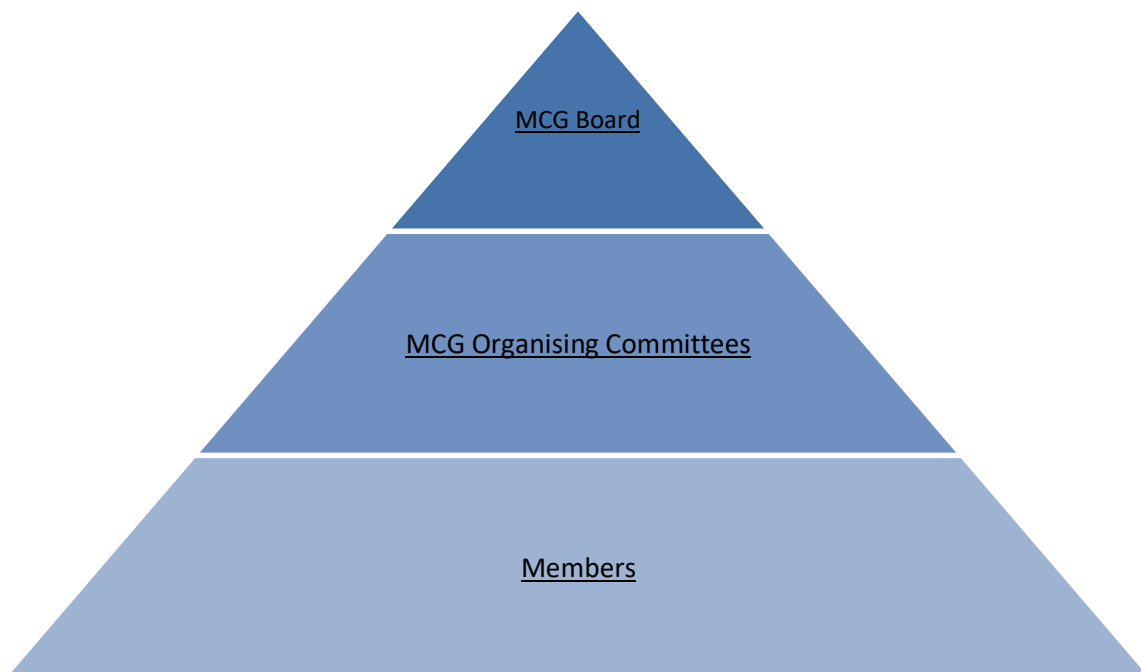
Stages	Sub-stages	Characteristics that inform key activities	Response Arrangements
Prevention	Risk and Impact Analysis	Detected COVID-19 strain in Australia	Business Continuity Planning activities
Preparedness	Business Communication and Preparedness	Emerging pandemic in Australia	Outbreak Preparedness activities
Response	Targeted Action	Suspected or confirmed cases detected in the Moreland City Council	Stand Down
Recovery	Transition	COVID-19 no longer presents a significant threat to our members	Staged Business Resumption activities



## 3 COMMUNICATION STRATEGIES

The continuity communication strategy outlines the communications process and key contacts.

### 3.1 Communication Escalation/Dissemination Process



### 3.2 Continuity Communications Team

Below are the MCG continuity key contacts and communication pathways regarding COVID-19.

Name	MCG Role	Contact
Libby Harper	President	Email: <a href="mailto:mcg-board@googlegroups.com">mcg-board@googlegroups.com</a>
Chris Godsil	Ordinary Board Member	Email: <a href="mailto:mcg-board@googlegroups.com">mcg-board@googlegroups.com</a>



## 4 RISKS TO OPERATIONS

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Risks may include those that are health and safety related

RISKS TO OUR OPERATIONS			
ITEM	OPERATION	RISK LEVEL	MITIGATION STRATEGY
2.1	No access to gardens	High	As per Section 5
2.2	Delivery of remainder of Moreland CC grant	High	As per Section 5
2.3	Community transmission through contact at the gardens	Medium	As per Section 5
2.4	Loss of members	Low	As per Section 5



## 5 CONTINGENCY STRATEGIES

### 5.1 MCG Strategy

Below is an escalating plan to ensure consistent management of the gardens is aligned with the stages of the Continuity Framework

Framework Stage	Sub-stage	Mitigation Strategies
Prevention	Risk	1. Preparation of Continuity Plan
Preparedness	Communication & Preparedness	2. Board and Organising Committee meetings moved remotely
Response	Targeted Action	<ol style="list-style-type: none"> <li>1. Our primary message, in line with the state government, is to stay at home, only attended the garden if you need to               <ol style="list-style-type: none"> <li>3. Our gardens can remain open at this stage                   <ol style="list-style-type: none"> <li>a. In line with the restrictions outlined in the Actions for Organisations</li> <li>b. In line with the additional restrictions from MCCC</li> <li>c. We will review the changing government advice and notify you when this changes</li> <li>d. If Victoria moves to stage 4 the gardens will close as soon as this is enacted</li> </ol> </li> </ol> </li> <li>4. Our gardens remain open only for their essential purpose to grow and harvest food and maintain crops (i.e. watering)</li> <li>5. Further, we have looked at the recommendations and make the following recommendations to OC's:               <ol style="list-style-type: none"> <li>a. The 4sq meter rule applies to outdoor spaces, however a reduction in numbers of members in the gardens is suggested to reduce risk</li> <li>b. Restrict use of surfaces &amp; common areas (tables, potting benches etc) in gardens, using tape (supplied) to indicate out of bounds areas                   <ol style="list-style-type: none"> <li>i. This recommendation is in line with the Actions for Organisations that requires deep cleaning of high use surfaces which we don't believe is possible for us to maintain</li> <li>ii. Includes chairs and benches &amp; tables</li> </ol> </li> <li>c. After a notification period close the sheds                   <ol style="list-style-type: none"> <li>i. Under the Restricted activity directions in 6. Recreational Activity (4)b it recommends that a tennis club does not provide rackets or balls to members</li> <li>ii. We interpret this to mean our members shouldn't be sharing tools</li> <li>iii. They can either bring their own tools from home</li> </ol> </li> </ol> </li> </ol>



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		<ul style="list-style-type: none"> <li>iv. Or; take a tool(s) from the shed for the period of restriction that only they (or someone in their household) use</li> <li>d. Community Compost Shut and the turning of compost limited</li> <li>e. No visitors to gardens</li> <li>f. Ensure that sanitiser, surface wipes (or spray and disposable towel) and soap are available at all times</li> <li>g. Ensure that the following recommendations are well signed and encouraged to garden members             <ul style="list-style-type: none"> <li>i. Wash your hands</li> <li>ii. Practice social distancing</li> <li>iii. Stay home and recover if you are unwell.</li> </ul> </li> <li>iv. Please wipe down tools and high touch surfaces such as door handles, hose fittings and locks after use with the supplied spray and/or wipes</li> <li>v. Please bring gardening or disposable gloves with you from home and use at all times in the garden, or if you use a pair from the shed take them home to wash after use</li> <li>vi. Wash all produce you take home</li> </ul>
Response	Targeted Action - Stage 4	<p>1. We are operating under the guidance of Moreland City Council and DHHS Statutory Directions; you can see the correspondence here. We do feel it is important that there is understanding that access to the garden is for the essential purpose of growing and harvesting food. As restrictions are high for so many and all other forms of recreational activity are closed, please be aware of this in your time in the garden. Also, we are considering the Premier's plea that the orders shouldn't be picked through to find loopholes, that the purpose of stage 4 lockdown is to stay at home to halt community transmission.</p> <ul style="list-style-type: none"> <li>a. The gate combination was changed at 6pm on Wednesday 5th August, so members will not be able to drop in after this time and must sign up for a time to visit.</li> <li>b. To visit the garden through the lockdown period you must register a time to visit. Times will be strictly 1 hour only, and only available within the curfew.</li> <li>c. To book times for either Pentridge Community Garden or West Brunswick Community Garden follow this link:  <a href="https://docs.google.com/forms/d/1aTK11f3yBE_8m0vsFEkjCtKnG0_pwcMu33pXxW3Mhy8/viewform?edit_requested=true">https://docs.google.com/forms/d/1aTK11f3yBE_8m0vsFEkjCtKnG0_pwcMu33pXxW3Mhy8/viewform?edit_requested=true</a> </li> </ul> <p>2. You can only visit the garden if:</p> <ul style="list-style-type: none"> <li>a. It is within 5km of your home</li> <li>b. You are by yourself or with one other person from your household</li> <li>c. You have not visited earlier in the day</li> <li>d. It is within allowed timing (do not break curfew for parsley)</li> <li>e. It is to plant or harvest food</li> <li>f. At all times while in the garden you must:</li> <li>g. Wear a mask</li> </ul>





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		<ul style="list-style-type: none"> <li>h. Adhere to hygiene guidance provided under <a href="#">Staying Safe</a>,</li> <li>i. Use sanitiser when entering/exiting the garden, clean and disinfect high touch surfaces regularly, including hoses etc.</li> <li>j. Bring your own tools, water bottle / cup and take them home again.</li> <li>k. You should not visit the garden if you are sick.</li> <li>3. Other advice:             <ul style="list-style-type: none"> <li>a. Compost systems - please follow your gardens FB group directions</li> <li>b. Pentridge Pentridge Community Garden Members,</li> <li>c. West Brunswick West Brunswick Community Garden and Food Forest Members</li> <li>d. New Members - new members can only be accepted if there is an ability to conduct a virtual induction.</li> <li>e. No visitors to the gardens</li> <li>f. Wash all produce from the garden</li> </ul> </li> </ul>
Recovery	Transition Stage 3	<ol style="list-style-type: none"> <li>1. As always we are working with the direction from the DHHS website.</li> <li>2. <b>We must maintain a register of members to the gardens for EVERY SINGLE PERSON that enters the garden.</b> We are still only opening these bookings up to members of MCG/our gardens.</li> <li>3. There is a <b>maximum limit of 10 people allowed to be in the gardens at one time.</b> This means that particularly on busy weekends, please stay within your allotted time and be considerate of others.</li> <li>4. We are using a simple spreadsheet to book times at the gardens.</li> <li>5. To book times for Pentridge Community Garden follow this link</li> <li>6. To book times for West Brunswick Community Garden follow this link</li> <li>7. Watch this 5 minute video on how to book if you are unsure.</li> <li>8. Codes for the gates and sheds will be sent out to members adjacent to this email.</li> <li>9. <b>You should not visit the garden if you are sick.</b></li> <li>10. You can only visit the garden if:             <ul style="list-style-type: none"> <li>● You are a member</li> <li>● There are no more than 10 people in the garden</li> <li>● You have registered to be at the garden</li> </ul> </li> <li>11. At all times while in the garden you must:             <ul style="list-style-type: none"> <li>● Wear a mask</li> <li>● Adhere to hygiene guidance provided under <a href="#">Staying Safe</a>,</li> <li>● Use sanitiser when entering/exiting the garden, clean and disinfect high touch surfaces regularly, including hoses etc.</li> </ul> </li> </ol>



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		<ul style="list-style-type: none"><li>● Bring your own water bottle / cup for drinking and take them home again.</li><li>● Sheds will be allowed to be opened, there is only 1 person allowed in the shed at a time and everything used must be sanitised after use. Sanitiser/wipes are available at the gardens.</li></ul> <p>12. Other advice:</p> <ul style="list-style-type: none"><li>● Compost systems - please follow your garden's FB group directions (see details below)</li><li>● New Members - we are taking new members - induction should include sharing this email and making sure they understand the booking system.</li><li>● No visitors to the gardens</li><li>● Wash all produce from the garden</li><li>● Do not share food or a cuppa at the garden</li></ul> <p>13. Facebook groups:</p> <ul style="list-style-type: none"><li>● Pentridge <a href="#">Pentridge Community Garden Members</a>,</li><li>● West Brunswick <a href="#">West Brunswick Community Garden and Food Forest Members</a></li></ul>



- **Attachment 1 - COVID Safe Plan**

Refer [Attachment 1 - COVID Safe Plan](#)