



B/COVIDSafe

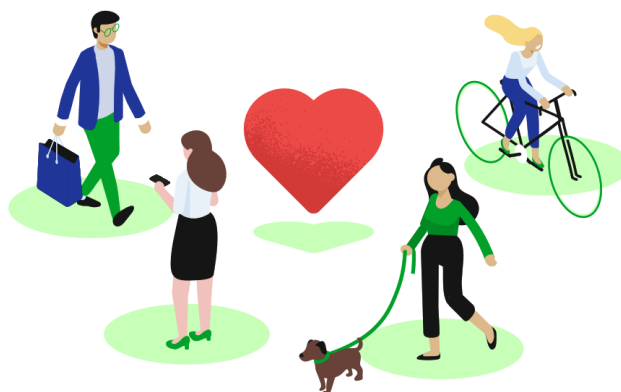
Management Plan



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Together we can help save lives



BE COVIDSAFE



1. Introduction

There are a number of cases of COVID-19 coronavirus (COVID) now in the community and with the Premiers announcement of the easing of hard borders in Western Australia on the 3rd of March 2022, the prevalence of COVID in the community is increasing exponentially.

In consideration of the health and safety of our staff (B Strata), the Owners, Residents, guests and contractors visiting the Strata Company, the Owners have adopted by ordinary resolution the following B COVIDSafe Management Plan (CSMP).

The CSMP has been adopted to help promote the health, safety and wellbeing of everyone residing within and visiting your scheme and requires your participation. In the interest of this, in respect for your neighbours and wanting to build a more inclusive community that will be there to support you during these challenging times, we ask that you please adhere to the CSMP.

It is important to note that this is a best practice guide, and you should at all times refer to published Government information and the [WA Health](#) website.

It is the role of ALL Residents to respect the policies being implemented within the CSMP and help regulate the conditions being imposed. It is not the role of B Strata nor your Council to police the policies and procedures adopted in the CSMP.

The key policies and procedures adopted for your scheme, include:

- **The Strata Company has registered both the Strata Company for a QR Code. It is important that all Visitors register through the QR Codes when entering the scheme;**
- **All Residents and Visitors must wear a mask when entering the scheme and when traversing the indoor areas of the common property;**
- **The Strata Company have adopted the policy that mandates the requirement for vaccination for all Contractors that traverse past the designated Drop Zones;**
- **The Strata Company has adopted a Density Quotient for Common Facilities, please adhere to these restriction, [please see 5.6](#);**
- **If you are in isolation or quarantine, visitors, including family and contractors, are not permitted to attend your apartment, [please see 5.3](#).**

Contractors include:

- Property Managers and Sales Agents;
- Delivery Personnel, Building Manager and Security Contractors; and
- All other suppliers, including but not limited to plumbers, electricians, painters, blind installation technicians, carpet layers etc.

Visitors extends to include Contractors, plus:

- All Guests and Visitors attending The Strata Company; and
- Owners who are not permanently residing within The Strata Company i.e Landlords;



In developing a CSMP, the Strata Company has considered the following:

- [**The Strata Company has a duty to ensure the health and safety of all Residents and Visitors under the Work Health and Safety Act 2020 \(WA\) \(s. 13 to 20\), and under general law;**](#)
- [The latest health advice for public health and social measurers in affected areas which came into effect on the 21st of February 2022.](#)
- [The advice that COVID Safety Plans help actively mitigate the risks of COVID in line with the best available health advice;](#)
- Residents and Visitors are very likely to have interactions with each other and frequent common property areas within the Strata Company. This may promote greater exposure to COVID and the potential for infection;
- The easing of intrastate, interstate, and international travel restrictions will see the increase in interactions, as observed interstate, and will likely result in a significant increase in community transmission of COVID;
- The advice from the Western Australian Chief Health Officer is that COVID generally, and the more recent Omicron variant, present a significant health risk, and that full vaccination, including prescribed boosters within one month of becoming eligible, afford the best protection against COVID;
- Given the overwhelming research supporting these findings, precluding Visitors who are not Fully Vaccinated from entering the Strata Company will reduce the likelihood that Residents and Visitors will be exposed to the coronavirus, or contract COVID at the Strata Company;
- Published Government information, including:
 - [WA.gov.au; and](#)
 - [Department of Health](#)

Please contact your strata manager should you have any concerns or questions.

It is important to note that the CSMP is constantly under review and will be regularly updated and re-issued to all Residents as circumstances may change.

To stop the spread, stay 1.5m from others,
follow rules on social gatherings, wash
hands, stay home if sick.

[aus.gov.au](#)

BE COVIDSAFE



2. What are B Strata Doing?

B Strata is continuing to lead the strata industry across Australia and has adopted and implemented a range of policies and procedures to help promote the health and safety within your scheme.

These policies and procedures include:

- B Strata mandated in November 2021 that all staff needed to be Fully Vaccinated by 1 January 2022. All B Strata and B Complex staff now fully vaccinated and progressing with their booster shots.
- B Strata has prepared an industry leading B COVIDSafe Management Plan (CSMP) that has been offered to all schemes under management.
- B Strata are monitoring the COVID Exposure Sites and provide daily updates to staff for review. Staff are required to quarantine if they have attended an Exposure Site and follow all government mandates;
- B Strata are encouraging schemes to establish a Community Support Committee (CSC) for Residents who have health concerns and/or are older and are worried about their potential increased exposure to COVID, as well as people that are in quarantine or isolation.
- B Strata is working with the Building App to provide a range of B COVIDSafe policies and procedures for Residents. The App will also provide the following features:
 - Guides and links to a range of COVIDSafe material;
 - Register for Residents in need of support and COVIDSafe assistance;
 - A COVIDSafe CSC platform to assist Residents in quarantine or isolation (It is essential when communicating on this platform the privacy of Residents is respected at ALL times i.e. please do not use people's names);
 - Community Chat Site to assist Residents communicate with their neighbours and answer any questions or concerns.

B/COVIDSafe

The CSC is a scheme initiative that is there to support Residents who are adhering to the CSMP.

- B Strata can offer to provide a site attendance to help set up your scheme for a B COVIDSafe Management Plan (costs incurred), which includes:
 - A tailored CSMP for The Strata Company;
 - Registering as the Administrator for a QR Code for your scheme;
 - Attend site and install the QR Code signage at all main entrances, including additional signage for lifts and other facilities, as may be required;
 - Assist with the management of Residents needing assistance while residing in the building;



-
- B Strata is providing the SCA COVIDSafe training for all strata managers and key personnel;
- B Strata has rolled out a Supplier Declaration to all suppliers and contractors. This declaration requires the person in charge of the business to declare that all staff that attend site will be compliant with Government mandated vaccination requirements. To date (1st February 2022), 70% of our regular contractors have signed and returned this form. It is B Strata's recommendation that suppliers/contractors are not allowed on site unless they have completed their declaration form.
- B Strata is contacting all property managers and landlords ensuring they update their tenant register and keep this current.

Temporary limitations have also been put in place when attending our office and conducting strata company meetings, these include:

- You must wear a mask, sign into our (B Strata) QR Code Registry and please provide a copy of your COVID Vaccination Certificate for entry into our office;
- If you are feeling unwell, have attended an exposure site, been in contact with a known COVID case or are sharing a home with someone in quarantine or isolation, we ask that you please do not attend our office and call us on 9382 7700 or email admin@bstratawa.com.au for assistance;
- To help promote the health and safety of our staff and clients and to ensure there is a controlled environment at all times, **we will not be attending meetings offsite, unless in exceptional circumstances, and at the full discretion of your strata manager;**
- B Strata provide two meeting rooms and we have adopted the density quotient of 1 person per 2sqm, in line with Government information. This enables us to cater up to 8 people per room or 18 people if rooms are joined. To this regard, we are limiting access to meetings based on the following order of priority:
 1. Councillors;
 2. Residents proposing to nominate for Council;
 3. Owners who do not have access to video conferencing i.e. do not own a computer
 4. Owners who have a valid reason to attend i.e. proposed a motion on the agenda
 5. Valid Proxy holders;
 6. Consultants and Contractors.
- B Strata have also divided their office in to 4 teams, with one team always working remotely. This is to ensure uninterrupted continuity of business in the case of a COVID incident, whereby the remote team can attend the office and ensure uninterrupted access to keys and access devices for schemes. All staff have laptops and are able to work remotely.



3. What is the Strata Company Doing?

The Council of the Strata Company is adopting an industry leading Best Practice approach, including a range of policies and procedures to promote the health and safety of our Residents, Visitors and Contractors.

These policies and procedures include:

- Implementing an industry leading CSMP that has been voted on by all of the Owners within The Strata Company;
- Adopting a mandatory vaccination policy for Contractors;
- Adopting a compulsory mask wearing policy for all people on site when indoors or enclosed spaces;
- Adopting robust record keeping for all COVIDSafe related matters;
- Providing access to educational courses for key personnel;
- Installing clear COVIDSafe signage throughout the Strata Company;
- Providing hand sanitiser dispensers in frequently visited common areas;
- Adopting appropriate density settings for common facilities.





4. Responsibility for the Plan

4.1. The Roll of B Strata and the Council

The CSMP has been adopted to help promote the health and safety within your scheme and requires your participation. In the interest of this, in respect for your neighbours and in wanting to build a more inclusive community that will be there to support you during these challenging times, we ask that you please adhere to the CSMP.

It is the role of ALL Residents to respect the policies being implemented within the CSMP and help regulate the guidelines being imposed.

If you feel someone is not following the mandated Government position, please phone the Police on 131 444.

B Strata and the Council will meet on a regular basis to review and improve the CSMP. The key objectives in these meetings will be to:

- a) Monitor and review the CSMP plan based on changes to Government mandates;
- b) Confirm the most appropriate measures are being taken to ensure The Strata Company is safe, while respecting the varying priorities of Residents residing within The Strata Company;
- c) Confirm appropriate signage is in place;
- d) Ensure soap, water and/or hand sanitiser is available for hand hygiene, where appropriate;
- e) Monitor and assist Residents needing assistance.

4.2. SafeWA QR Code Register

[SafeWA provide a COVIDSafe register system](#) for schemes that allows individuals to register their attendance at The Strata Company. By registering, you are supporting SafeWA in providing an efficient COVID contact tracing method, should it be necessary.

Your information will only be stored for 28 days and only used by WA Health for COVID contact tracing purposes, if required

When registering, the SafeWA account requires the personal details of the Administrator who will be the operator and editor of the registered account.

Your Administrator is – B Strata – Please contact your Senior Strata Manager –



4.3. Policy on Mandatory Mask Wearing and Vaccination for Suppliers and Contractors

Masks

There has been clear [Government directive](#) that masks are mandatory in all indoor venues, as such, with the assistance of ALL Residents, the Strata Company will help enforce this directive.

Further, the Strata Company request that masks should also be worn in outside areas where appropriate, for example, traversing from the lobby areas to external common facilities, masks may be removed around the roof top terrace and seated outdoor areas.

This policy currently does not apply to children under the age of 12, although it is encouraged that children do wear masks.

Vaccination Requirements

Vaccines are very effective at preventing people from severe illness, hospitalisation and death if they catch COVID and you are encourage to [‘Get the facts on COVID vaccines’](#).

[Proof of vaccination is already required to enter a number of venues and events in WA](#) and employees of Contractors entering the scheme are required to be vaccinated.

The Strata Company has a duty to ensure the health and safety of all Residents, Visitors and Contractors under the Work Health and Safety Act 2020 (WA) (s. 13 to 20), and under general law.

To try and mitigate the potential exposure to COVID within the scheme, the Strata Company has adopted the policy that all Contractors must be vaccinated if they enter the scheme. This does not apply to delivery drivers and couriers that are entering the scheme to drop items in the designated ‘Drop Zones’, as long as they immediately exit the scheme after depositing the items, they of course must wear a mask and practice safe distancing at all times.

The Strata Company and ALL Residents will have a shared responsibility when it comes to asking Contractors for proof of vaccination or a medical exemption.

The WA Government has launched the [ServiceWA app](#) – a free, convenient and secure mobile application that will help Western Australians with proof of vaccination requirements.

People can also show proof of vaccination either in a digital or paper-based form, along with acceptable forms of identification if they do not use the ServiceWA app to show proof.

If you do not help mitigate the risk then there is the increased chance that the scheme is exposed to a COVID incident.



5. Safety and Hygiene Measures for Open Community Areas and Facilities

5.1. [Difference Between Isolation and Quarantine](#)

While both will limit your movements, quarantine is what we ask well people to do in case they're carrying the virus. People who are diagnosed with COVID will be asked to isolate – and depending on how unwell they are, this may be done at home or in a healthcare facility.

Isolation means you need to stay away from others while you get better, so you don't give the virus to anyone else.

A diagnosed person is someone who has tested positive to COVID, either through a PCR or a rapid antigen test (RAT).

5.2. Close Contacts, Testing, Isolation and Quarantine Protocols and Returned Overseas or Interstate Travellers

[The Government updated the definition of a close contact and the new testing and isolation and quarantine protocols on the 7th of February.](#)

Close Contacts

Casual contacts will cease in WA – meaning casual contacts will no longer be subject to testing and quarantine. People who experience symptoms should still get a PCR test immediately. This is in-line with the national approach.

A close contact, in a high caseload environment, will be defined as:

- A household member or intimate partner of a person with COVID who has had contact with them during their infectious period; or
- Someone who has had close personal interaction with a person with COVID during their infectious period:
 - That have had at least 15 minutes face to face contact where a mask was not worn by the exposed person or the person with COVID-19; or
 - Greater than two hours within a small room with a case during their infectious period, where masks have been removed for this period; or
 - Someone who is directed by WA Health that they are a close contact.



Testing and isolation and quarantine protocols

[Updated testing and isolation and quarantine guidelines, in a high caseload environment, will include:](#)

- Confirmed positive case:
 - Self-isolate for a minimum of seven days
 - At Day 7, if symptoms still present, continue isolating until symptoms clear
 - If no symptoms after Day 7, you can leave self-quarantine. No testing required.
- Symptomatic close contact:
 - Self-quarantine for seven days from the date of contact with positive case;
 - Take a PCR or RAT test on Day 1 or as soon as possible
 - If positive – follow positive case guidelines (as above)
 - If negative – stay in quarantine, take a RAT test in 24 hours and remain in quarantine
 - If positive – follow positive case guidelines (as above)
 - If negative – and no new household members have tested positive - take a RAT test again on Day 7, before ending quarantine.
- Asymptomatic close contact:
 - Self-quarantine for seven days from the date of contact with positive case
 - If symptoms develop, take a PCR or RAT test
 - If positive – follow positive case guidelines (as above)
 - If still asymptomatic, take a RAT on Day 7
 - If positive - follow positive case guidelines.
 - If negative - and no new household members have tested positive - self-quarantine ends after Day 7, and people should monitor for symptoms.
- Symptomatic but not a close contact:
 - Get a PCR test immediately and quarantine until result returned
 - If positive – follow positive case guidelines (as above)
 - If negative – you are not required to quarantine but should stay home until symptoms clear.
- If you take a RAT, because a PCR test is unavailable:
 - If positive – follow positive case guidelines (as above)
 - If negative – continue to quarantine and repeat RAT in 24 hours – if negative after this follow-up test, you are not required to quarantine but should stay home until symptoms clear.

If you are directed to quarantine by a public health officer, you will be issued with a quarantine direction by WA Health. This is a legal notice.

If you have been directed to quarantine, you must stay at the address stated on your quarantine direction for the length of time specified on the quarantine direction you received.

You cannot:



- Leave your residence except:
 - in an emergency
 - to avoid injury or illness or to escape a risk of harm – for example escaping risk of harm related to domestic and family violence or accessing support from a domestic and family violence support service
 - to get essential medical care
 - to get a COVID test
 - as required or permitted under a direction given by an emergency officer
- Go into public places including the common area and facilities of your scheme, your work or the shops. You will need to let your employer know that you cannot attend your workplace until you are told it is safe to do so
- Let anyone into your nominated premises unless they:
 - usually live with you
 - are required to enter in an emergency.

You can:

- go into your garden or courtyard if you live in a house
- go onto your balcony if you live in an apartment.

Returned overseas or interstate travellers

[The Government has strict guidelines around entry to WA](#) and you must at all times adhere to these conditions.

When completing your G2G pass, it is a requirement that you confirm you have a suitable premises for self-quarantine, please consider carefully if your apartment or residence is a suitable place to quarantine for what might be an extended period.

It is important to note that under current [Government directives](#), if you are entering WA from a Medium to Extreme Risk jurisdiction you will be required to download the G2G Now app which is a tool that helps the WA Police protect the community by conducting remote, virtual in-all checks on people in quarantine. This ensures you do not need to leave your apartment or residence and potentially put the community at risk.

There is currently a lack of clear Government mandated guidelines for people residing within multi-unit dwellings, however, it is broadly accepted that you should you always wear a mask when entering the scheme and traversing over common property to your apartment or residence.



5.3. Isolation and Quarantine at the Strata Company

Quarantine means you must remain in your apartment or residence and follow the WA Health testing and isolation protocols, [please see 5.1](#) above.

During this period, you should not have contact with anyone else who resides in the scheme or within your apartment or residence when quarantining. You must take all precautionary measures to ensure you remain a physical distance of 1.5m.

The Strata Company has adopted the following policies relating to isolation and quarantining which should be adhered to at all times:

- Please call B Strata on 08 9382 7700 or email your strata manager if you need to self-isolate or quarantine so that suitable arrangements can be made. In the case of a returning overseas or interstate traveller, it is also a requirement that you provide a copy of your G2G pass and any conditions that may pertain to you residing within your apartment or residence;
- A suitable mask covering your nose and mouth must be worn at all times when entering the scheme and traversing over common property to your apartment or residence;
- Ensure you maintain a safe distance of at least 1.5 metres from other people within the scheme;
- Do not use the lift, you must use the stair to access your level, unless physically unable, in this case, ensure you are the only person in the lift and advise other Residents accordingly;
- Do not access common facilities, you are only permitted to traverse over the entry points into the building, the stairwell and the passage or corridor to your apartment or residence;
- No Visitors are permitted to your apartment or residence, including family, delivery drivers and other contractors;
- You must at all times ensure the access door to your apartment is closed, except when placing your rubbish immediately outside your front door or collecting your groceries which will also be placed immediately outside your front door;
- For assistance in having your rubbish collected or groceries delivered from the main entrance of the complex to your apartment or residence, please call B Strata on 08 9382 7700 or email your strata manager;
- Unless clearly directed by WA Health, you are not to leave your apartment, unless in the case of an emergency.



5.4. Please stay home if feeling unwell – [Identifying the Symptoms](#)

Symptoms		COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Allergies* May be abrupt or gradual onset of symptoms
Fever		Common	Rare	Common	No
Cough		Common	Common	Common	Common (asthma)
Sore Throat		Sometimes	Common	Sometimes	Sometimes (Itchy throat and palate)
Shortness of Breath		Sometimes	No	No	Common (asthma)
Fatigue		Sometimes	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
Headaches		Sometimes	Common	Common	Sometimes
Runny or Stuffy Nose		Sometimes	Common	Sometimes	Common
Diarrhoea		Rare	No	Sometimes, especially for children	No
Sneezing		No	Common	No	Common

Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology. *Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.

It is very difficult to distinguish between the symptoms of COVID, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-quarantine and to be assessed by a medical professional. You may need testing for COVID.

You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe. People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID at the onset of their symptoms and if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.



5.5. Cleaning

The [Infection Control Expert Group](#) (ICEG) has developed this advice about cleaning and disinfection in community settings. The Australian Health Protection Principal Committee also endorses this advice. For advice on cleaning and disinfection in health and Residential care settings, see the [WA Health website](#).

Coronaviruses can survive on surfaces for a long time, but cleaning and disinfecting will kill them. The length of time the virus survives on surfaces varies. The amount of contaminated body fluid (for example respiratory droplets), the type of surface, the temperature, and the humidity all have an impact on how long the virus survives.

It is important to clean before disinfection, as dirt and grime can affect how well a disinfectant works. Clean the surface with detergent and warm water using a clean cloth, then follow with a disinfectant. You can also use combined detergent/disinfectant products. For a disinfection solution to work, always make and apply it in line with the manufacturer's instructions.

Information on which disinfectants to use against COVID is available on the [Therapeutic Goods Administration](#) website.

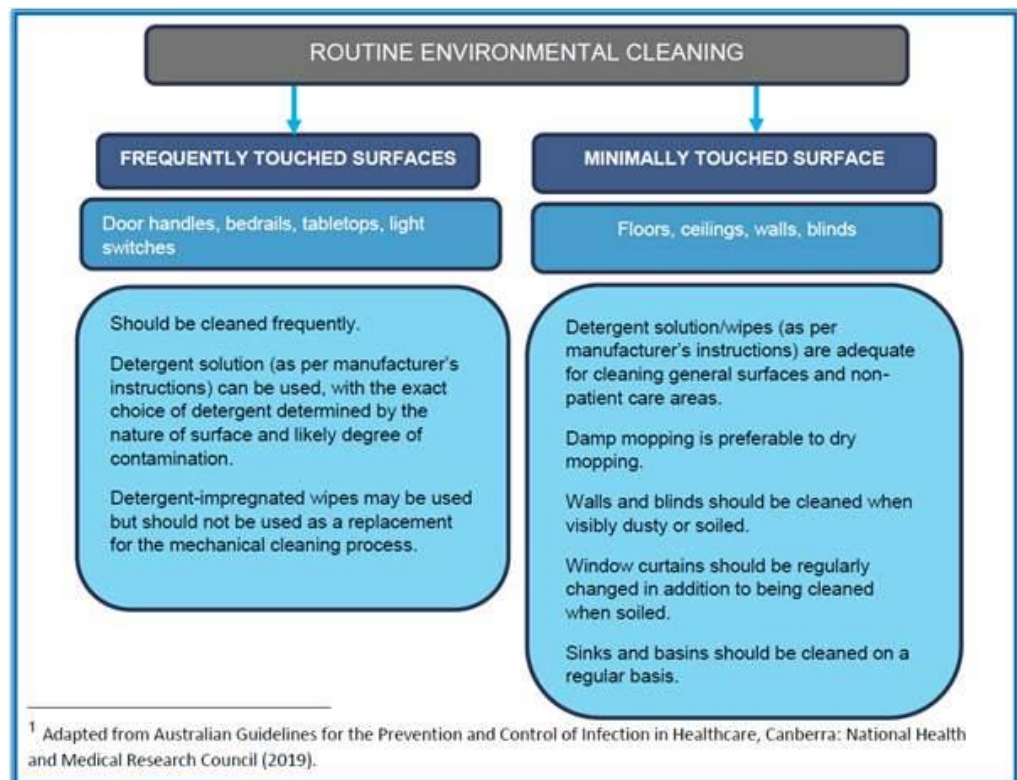
How often you do this depends on whether it is a:

- a) Frequently touched surface
- b) Minimally touched surface

Frequently touched surfaces have a higher risk of spreading viruses. Clean and disinfect these often.

Some disinfectants will claim they keep killing viruses for long periods (e.g. up to 28 days). The maker

usually bases this type of claim on laboratory tests and may not take into account any build-up of dirt and grime that can occur. This advice also doesn't reflect the effect of frequent cleaning, which can reduce the coating of disinfectant. Clean and disinfect frequently touched surfaces several times a day, despite any claims about how long it is effective.



¹ The recommended frequency of routine cleaning depends on many factors such as the number of people who use a space, the purposes the space is used for, and the amount of soiling present.



Clean **minimally touched surfaces**, such as floors, at least once a day. Spot clean ceilings, blinds and walls as required. They do not usually need to be disinfected as well.

It is good to routinely¹ clean surfaces, as follows:

- Clean and disinfect frequently touched surfaces with detergent and a disinfectant;
- Clean minimally touched surfaces and fittings when visibly dirty and immediately after a spill;

In areas with high community spread, clean and disinfect frequently touched surfaces several times a day.

If a person with suspected or confirmed COVID has been in the room, clean and disinfect all surfaces they may have touched, coughed or sneezed on.

5.6. Density Quotient for Common Facilities

COVID is known to spread through person-to-person contact, when a person spreads viral droplets through activities such as coughing, sneezing, shouting, and singing.

Current evidence indicates that to reduce the risk of transmission of COVID, physical distancing should be implemented. This includes both the actual distance between people and ensuring that the limits or density quotients of people in enclosed areas are adhered to.

These guidelines help to determine the maximum number of people who can occupy facilities within the Strata Company at any one time. It does not determine the distance between people.

Physical distancing means reducing the close physical contact we have with people and staying 1.5 metres away from people we don't live with.

The Strata Company has aligned the physical distancing and density quotient on site with the [new density and capacity limits](#) which took effect as from the 21st February 2022, being one person per 2 square meters and a maximum home gathering limit of 30 people.



5.7. Wearing of masks

Mask wearing can prove controversial, and the last 2 years has shown that information concerning the use of face masks may also change. To avoid confrontation, and meet public health orders and recommendations, please wear a mask at all times throughout The Strata Company, except when within your apartment.

If you choose to wear a mask, it is important:

- ✓ Wash your hands before putting on the mask
- ✓ Make sure it covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- ✓ Do not touch the front of the mask while wearing it or when removing it. If you do touch the mask, wash or sanitise your hands immediately. Do not allow the mask to hang around your neck.
- ✓ Wash or sanitise your hands after removing the mask.



***Single-use masks should not be re-used and should be discarded immediately after use.**

5.8. Recording of Information

A requirement for an effective CSMP is to ensure that an appropriate system is in place to record the details of any Visitors attending a site or premises - for example, QR code check-ins at the entrance/s to the scheme.

WA is still operating an effective QR Code check-in system and therefore the Strata Company is of the opinion that this is suitable, in isolation, for the safe recording of Visitors entering the scheme.

It is also essential that landlords and property managers ensure all tenant details are updated and provided to the strata manager, please see the Section 105 Form attached for lodging of these details, [please see 8](#).



5.9. Procedure that Outlines the Response to a Suspected or Confirmed COVID Case in The Strata Company

If a Resident becomes aware that they have tested positive for COVID, suspects they may have contracted COVID and/or have been instructed to isolate or quarantine by WA Health, The Strata Company will implement the following procedures:

- If the Resident suspects they may have contracted COVID or are displaying one or some of the [symptoms listed under 5.2](#), they should immediately self- quarantine, get tested and refer to the WA Health '[Identifying the Symptoms](#)' website and contact the [Coronavirus Health Information Line](#), on 13 COVID (13 26843). **Translated Resources are also available on this webpage;**
- If the Resident has been instructed to quarantine or becomes aware that they have tested positive to COVID, they should, in the interests of the health and safety of the other Residents, notify the strata manager who may liaise with the Council;
 - the Resident should define the areas within the Strata Company that they have frequented and ensure this information is immediately passed to the Council so that appropriate measures can be implemented; and
 - the Resident should then immediately self- quarantine and await further information from WA Health. For further advice, contact the [Coronavirus Health Information Line](#) and refer to the [Coronavirus Disease \(COVID\) Guide](#).
- The strata manager, in consultation with the Council, should take a precautionary approach and close as much of The Strata Company as is reasonable to support Residents' peace of mind, ensuring the health and safety of The Strata Company, while maintaining the ongoing access and functionality of The Strata Company, where possible, and subject to Government direction;
- Prepare appropriate communications. The strata manager, in consultation with the Council, should acknowledge the impact of COVID coronavirus on the physical and emotional wellbeing of their Residents. In messaging, the strata manager should inform all Residents that:
 - there has been a person with COVID in The Strata Company (**privacy requirements prevent the Strata Manager and any Resident from identifying the person who has tested positive to COVID**);
 - where there has been a crossover of the defined areas within The Strata Company, those Residents should self- quarantine within their apartment, get tested and await advice from the [Department of Health Contact Tracing Unit](#) or Director General/CEO that it is safe to leave their apartment;
 - the Department of Health Contact Tracing Unit should hopefully contact anyone identified as having been in [Close Contact](#) and Residents must follow the directions of WA Health;
 - Residents who have not been in close contact with the affected person may not be required to self- quarantine, unless instructed otherwise by WA Health;
 - at all times, the Residents living within The Strata Company should refer to:
 - [WA.gov.au](#); and
 - [Department of Health](#) (WA Health) for health-related information.



- Immediately arrange for the work area to be deep-cleaned and disinfected in line with specific cleaning advice for strata schemes, [please see 5.5](#); and after receiving appropriate clearances from the WA Health, advise Residents that it is safe to access the closed areas of The Strata Company;
- Residents will be regularly contacted during the period of closedown and advised of the steps being taken to clean The Strata Company environment and who is assisting with the on-site logistics;
- Residents who have tested positive may only enter the common areas after they have been medically cleared in line with WA Health guidelines. Public health officials will hopefully advise affected Residents directly in relation to their self-isolation and medical clearance requirements.



6. A Mentally Healthy Scheme and Adopting the CSMP

6.1. Why Adopt the CSMP?

A mentally healthy scheme is one where Residents and the strata manager collaborate to protect and promote the health, safety and wellbeing of all.

In the absence of State Government legislation, the CSMP has been adopted as a best practice guide to provide some governance around how The Strata Company is to be managed in the current COVID environment.

You may not prescribe to these principals or there may be elements of this plan that you do not agree with, however, we ask that you adopt the CSMP in its entirety for the following reasons:

- **The CSMP provides a documented and adopted set of policies and procedures that clearly guide all parties while helping to promote the health, safety and wellbeing of all;**
- **It's the law** – your scheme can be defined as a workplace and as a Resident you have an obligation to prevent harm to the health and safety of your neighbours, other Residents and Visitors when residing within in, or attending The Strata Company;
- **It's the right thing to do** – Residents have a social responsibility to look out for one and other, and at times, adhere to guidelines, even if they do not agree to the guidelines in there entirety;
- **It's the smart thing to do** – it makes good sense and helps contribute and promote a more efficiently managed and operated scheme;
- The majority of Residents within your scheme are requesting that a CSMP be put in place;
- The CSMP promotes the community involvement, enhances the mental well-being of Residents and improves The Strata Company chances of success in minimising the exposure of COVID;
- When living within a strata scheme, there is an element of respect and patience required when dealing with the expectations of your neighbours and the greater community;
- Only adopting some or part of the CSMP, risks the failure of the entire plan and subsequently, the health, safety and wellbeing of all.
- The Strata Company has by-laws which enable the Strata Company to implement Rules and in some cases seek financial compensation where a preventable loss has occurred.
- If you do not help mitigate the risk then there is the increased risk that the scheme is exposed to a COVID incident which may see the scheme designated a COVID hot spot, resulting in ALL Residents needing to quarantine.



6.2. The Benefits of Staying Well – Support. Advice. Action

Research shows that high levels of mental health are associated with increased learning, creativity and productivity, and with **more pro-social and community behaviour and positive social and community relationships**, you will also benefit from improved physical health and life expectancy.

It is important to remember that mental health is complex. The fact that someone is not experiencing a mental health condition doesn't necessarily mean their mental health is flourishing. Likewise, it's possible to be diagnosed with a mental health condition while feeling well in many aspects of life.

Ultimately, mental health is about being cognitively, emotionally, socially and community healthy – the way we think, feel and develop relationships - and not merely the absence of a mental health condition.

Please follow the link to the simple [Beyond Blue](#) checklist which asks you to reflect on your feelings over the past four weeks.

6.3. Get Immediate Support

We all have good days and bad days. Then there are those days when something isn't quite right, you've got something on your mind, or things just seem too much. Whatever it may be, it can make a real difference having someone to talk to. To hear what you have to say. And to give you advice. So, no matter who you are, or how you're feeling, reach out to [Beyond Blue](#) for support – they'll point you in the right direction so you can get the help you need.

Call [Beyond Blue](#) on 1300 22 4636 24 hours a day, 7 days a week



7. Section 105 – Owner and Tenant Update Form

SECTION 105 STRATA ROLL UPDATE FORM

If you have recently changed your details or B Strata are not using your correct details or just want to be certain that we have your correct details, please take the time to complete this form and return it via email to admin@bstratawa.com.au

In accordance with the requirements of Section 105 of the Strata Titles Act 1985, a Strata Company shall prepare and maintain a roll containing the following information:

Strata Company Name &/or Scheme Number: _____

Lot Number & Apartment Number (if different): _____

Registered Owner/s (refer to Title): _____

Mailing Address (s 215 must be within Australia): _____

Contact Mobile No./s: _____

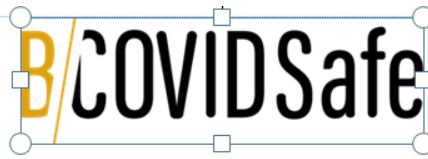
If your lot is leased, for legislative (s 105(4)(e)), safety and community needs, please complete the following:

Name of Managing Agency:	
Address of Managing Agency:	
Managing Agent Name & Contact No./s:	
Managing Agent Email:	
Send Levy Invoices To:	<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager
Send Utility Invoices To:	<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager
Send Notice of Meeting To:	<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager
Send Notices Via:	<input type="checkbox"/> Email (environmentally conscious) <input type="checkbox"/> Post (costs may be incurred)
Tenant Name/s:	
Use of Premises if not Residential:	
Tenant Contact Mobile/s:	
Tenant Email Address/es:	
Tenant Vehicle Plate No./s:	
Term of the Lease:	

* Please note that we may use SMS to get in contact in the case of Emergencies.



8. Signage Annexure



**This Property has a COVIDSafe Plan in place.
Please take note of the following requirements of entry.**



SIGN IN

All persons entering the building (except for permanent residents) must register through the QR Code.



WEAR A MASK

All persons entering the building must wear a mask at all times while on common property.



BE VACCINATED

The Strata Company have adopted a policy that mandates all persons entering (other than permanent residents) to be fully vaccinated to traverse past the designated Drop Zones.



DELIVER TO THE DROP ZONE

Delivery drivers and couriers must leave all deliveries at the designated Drop Zones.



PRACTICE GOOD HYGIENE

Please ensure you wash your hands thoroughly and use hand sanitizer. Where possible, avoid touching lift buttons.



FOLLOW ISOLATION & QUARANTINE RULES

Any person in mandatory isolation or quarantine must adhere to the conditions of your G2G Pass and isolate in your apartment. Visitors, including family and contractors are not permitted to attend your apartment.



PRACTISE SOCIAL DISTANCING

1.5 Meters 1.5 Meters

**MAXIMUM
4 PEOPLE
PER LIFT**

**PLEASE
DO NOT
TOUCH
BUTTONS
WITH HANDS**

**UNLESS FROM
THE SAME
HOUSEHOLD**

**HELP
STOP THE
SPREAD!**

B/COVIDSafe



**DESIGNATED
DROP ZONE**