

DSS Guidelines

COVID-19: Reopening

Reference: HJSS Memo dd 6/11/202

The following information is provided in addition to the memo issued by the HJSS on 6th Nov 20 on being active in a COVID safe manner.

Royal Victorian Association of Honorary Justices



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Overview

Every Branch and Document Signing Station (DSS) must follow Victorian health guidelines on reopening and providing services to the general public.

This is to ensure the safety of all Honorary Justices, supporting organization staff and visitors. It is a requirement to have a COVIDSafe Plan for each location that is being followed. This can be provided by the supporting organization, e.g. Vic Pol, Community Centre, etc. or a DSS COVIDSafe Plan developed from the template provided by the association as reference.

The COVIDSafe Plan will detail the actions to take to help prevent introduction of coronavirus (COVID-19) in the Branch and or DSS.

What's the best way you can prevent the spread of novel coronavirus(COVID-19)?

Keep your hands clean: You Must



- frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones
- Make soap and hand sanitiser available for all volunteers and visitors throughout and encourage regular handwashing
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Maintain a social distance: You Must



- Try to stay at least 1.5 metres away from people, and refrain from physical touch such as shaking hands or hugging.
- Avoid contact with anyone who has symptoms such as fever, a cough, sore throat, fatigue, and shortness of breath.
- Where possible apply the four-square metre rule to publicly accessible spaces.

Practice good respiratory etiquette: You Must



- Ensure all visitors and Honorary Justices were a face mask as per public health advice.

- Where no protection screen is provided, wear eye protection using goggles or glasses.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing. Discard tissue immediately into a closed bin and wash your hands with soap and water.

Note: Only use a surgical mask if needed:

- *Surgical masks are only helpful if you have COVID-19 symptoms to prevent it spreading to others. If you're well, you do not need to wear a surgical mask. Please note: If you are a person who touches their face often, you may consider wearing a mask as a barrier to touching.*

Keep your environment clean: You Should



- Clean and disinfect frequently touched objects and surfaces. Ensure that all pens are kept separate and disinfected after use by visitors.
- Ensure that only those needed for the authorized witness process are present.
- Dispose of all used cleaning clothes and materials in sealed bags and place in bin as soon as possible to keep area clean.

Keep Records and act quickly: You Must



- All visitors and Honorary Justices must record their details when at the Branch or DSS, according to the DHSS guidelines.
- All visitors and Honorary Justices must agree to a non-contact temperature test.
- If you are unwell with COVID-19 symptoms, call ahead of time to book a doctor's appointment. Tell your doctor about your symptoms, travel history and any recent close contact with someone who has COVID-19.
- Support others to get tested if they have any symptoms

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Practice Keeping Safe: You Must

Self-isolate when required:



- Stay home if you are unwell. Do not attend Branch or DSS, volunteering, events, or meetings.
- You should self-isolate for 14 days if you have travelled recently, or if you have been in close contact with a person with a confirmed case of COVID-19.
- Look after yourself by eating a healthy, balanced diet, getting regular physical activity, sleeping well and reducing stress is important at this time, and all the time.
- Follow the COVIDSafe Plan to manage any outbreaks

Ongoing Training: You Should

- At all times keep updated as to what are the best practices being used to remain safe against the coronavirus.
- Review the training program available for Authorised Witnesses on remaining safe during COVID-19 emergency.

Stay informed

Remaining aware of what is happening around you and staying vigilant is always needed. We hope this has given you a framework for planning and maintaining your COVIDSafe Plan and response. We encourage you to continue to follow health and safety guidelines as advised by appropriate and relevant authorities:

Useful Links:

- [Victorian Government Public Health website](#)
- [Australian Government Department of Health website](#)
- [World Health Organisation website](#)



[COVID-19 Staying Safe Authorised Witnesses Link](#)

Justice of the Peace

JP services provided here include:

- witnessing a Statutory Declaration
- certifying a True Copy of an original document
- Attesting the execution of a document
- witnessing an Affidavit for use in court
- witnessing a Power of Attorney
- witnessing a Medical Treatment Decision Maker

Please Note: Covid-19 Restrictions

To access the services of a JP you must agree to following requirements:

- 1) A Face Mask must be worn at all times.
- 2) You must agree to a Non-Contact Temperature Check.
- 3) You must complete a Covid 19 Contact Tracing Register.
- 4) Only 2 Persons (Excluding the JP & Staff are allowed in the office at any one time.

Failing to strictly observe all or any of the above will result in service being denied.

We thank you for your understanding and cooperation.

COVID-safe Behaviours



Help reduce
the risk



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