

Your COVIDSafe Plan

Business name: _____

Plan completed by: _____

Date reviewed: _____



1. Practise physical distancing

Requirements and recommendations

Action



You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.

- Shared work areas are only accessible to workers, and should only include workers in the density quotient.
- Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.
- Further information can be found at coronavirus.vic.gov.au

Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace.
- Using floor markings to provide minimum physical distancing guides.
- Reviewing delivery protocols to limit contact between delivery drivers and workers.

You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au

You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.



2. Wear a face mask

Requirements and recommendations

Action



You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.



3. Practise good hygiene

Requirements and recommendations

Action



You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should:

- Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.
- Clean between shifts.

You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.

Adhere to additional hygiene training requirements.



4. Keep records and act quickly if workers become unwell

Requirements and recommendations

Action



You must support workers to get tested and stay home even if they only have mild symptoms.



You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case or a close contact while at work.
- Having a plan in place to clean the worksite (or part) in the event of a positive case.
- Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace.
- Having a plan in the event that you have been instructed to close by the Department of Health.
- Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.



You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See <https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing> for more information.

* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.



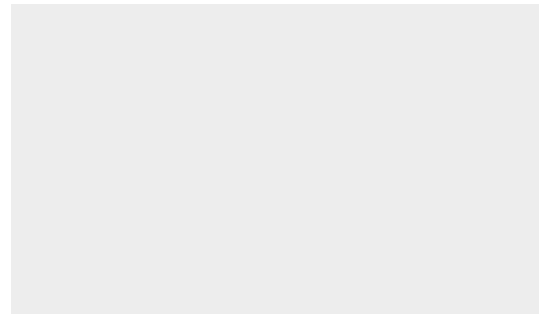
5. Avoid interactions in enclosed spaces

Requirements and recommendations

Action

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments.
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems.



If your industry is subject to additional industry obligations, you may also be required to:

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.

