

COVIDSafe Plan



About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Notify workers and visitors of COVIDSafe Plan via email before event • Include briefing of COVIDSafe Plan during weekly video update • Include briefing of COVIDSafe Plan during morning briefings to workers • Allocate different doors for entry and exit • Use floor markings to provide minimum physical distancing guides at entrances and exits • Venue signage to highlight COVIDSafe Plan • Outline the maximum occupancy of areas that are open to the general public, and information about signage

<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –</p> <ul style="list-style-type: none"> • There is no more than one worker per two square metres of enclosed workspace • There is no more than one member of the public per two square metres of publicly available space indoors 	<p>Density quotient for Cardinia Cultural Centre, Banquet Room and Gallery at 75% is 258</p> <p>Banquet Room: 590m² + Gallery: 100m² = 690m²</p> <p>690m² / (1 person per 2m²) = 345 people 75% of 345 = 258 people</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include –</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au • Informing workers to work from home wherever possible 	<ul style="list-style-type: none"> • Training via email before event to outline COVIDSafe Plan expectations to workers and visitors • Include briefing of COVIDSafe Plan during weekly video update • Include briefing of COVIDSafe Plan to workers during morning briefings

2. Wear a face covering

Requirements	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<p>Notify workers and visitors that masks must be carried by each person and used when social distancing cannot be maintained, ie when visitors are participating in classes</p>
<ul style="list-style-type: none"> • You should install screens or barriers in the workspace for additional protection where relevant. 	<p>Not applicable</p>
<ul style="list-style-type: none"> • You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. • You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately. 	<p>Include briefing of COVIDSafe Plan to workers during morning briefings</p>

3. Practise good hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none">• Clean 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	<ul style="list-style-type: none">• Provide information about workplace cleaning schedule and how to use cleaning products, as outline in cleaning services contract• Monitor supplies of cleaning products and regularly restock
<p>You should display a cleaning log in shared spaces.</p>	<p>Cleaning log to be maintained by cleaning contractor</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none">• Location of hand sanitiser stations at venue entry points• Ensuring rubbish bins are available to dispose of paper towels• Ensuring adequate supplies of soap and sanitiser

4. Keep records and act quickly if workers become unwell

Requirements	Action
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>Communicate to workers that they must be tested if presenting symptoms, then isolate while waiting for test result or are confirmed as a positive case</p>

<p>Support workers to get tested and stay home even if they only have mild symptoms.</p> <p>Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS 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 coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS 	<p>Workers will sign in daily</p> <p>Visitors will sign in with Event specific QR code through Services Victoria app</p> <p>Email will be used to notify workers and visitors about a positive case in the event, if Event Organisers are notified of a positive case within 30 days of event.</p>
<p>You must keep records of all people who enter the workplace for contact tracing</p>	<p>Workers will sign in daily</p> <p>Workers will be required to complete a health questionnaire before starting their shift</p> <p>Collecting and storing information will be kept confidential by Event Organisers for 30 days after event, when it will be securely disposed of.</p>
<p>You should implement a screening system that involves temperature checking upon entry into a workplace</p>	<p>Temperature checks will be performed for workers or visitors that show visible symptoms</p>

5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include –</p> <ul style="list-style-type: none"> • 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 	<p>As far as practicable, doors and air conditioning are set for optimum air flow at the start of each day of the event.</p> <p>Seating areas will be established outside</p>

6. Create workforce bubbles

Requirements	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.	Not applicable
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	Not applicable

Authorised by Event Organiser

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Next review: May 2021