COVIDSafe Plan

# Your COVIDSafe Plan

Business name:

Address:

Plan completed by:

Job title:

Date reviewed:

Next review:



# 1. Physical distancing

|  | RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this? * Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue.
* You must display signage showing the maximum number of people allowed in the space.
* Shared work areas are only accessible to workers and should only include workers in the density limit.
* Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.

For more information about restrictions for your workplace, density quotients and signage visit:  | Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks. *Example: if customers attend your premises to collect or return hire equipment, provide contact numbers at the entry and advise them to call you to make the transaction contactless and reduce the interaction time if possible.* *Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.* | Office manager |
|  | You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this? | Consider: customer by appointment, staff rostering, workforce bubbles, staggered start and finish times.*Example: if customers attend your place to collect or return hire equipment, provide contact numbers at the entry and advise them to call you to avoid any waiting time at your premises.**Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* | Duty manager |
|  | Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this? | Consider: signage, floor marking, entry/exits management, delivery protocols, repurposing rooms and spaces.*Example: Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce congregation of workers.* | Team leader |
|  | You should give training to workers on physical distancing while working and socialising. How will you do this? | Consider: physical distancing, carpooling, social interaction, hand/cough hygiene, sick days, face masks.*Example: Inform workers to follow current public health directions when carpooling.* | Site manager |



# 2. Face masks

|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You must ensure all workers adhere to current face mask requirements. How will you do this?  | Consider: mask supplies and provision, signage, training/guidance for correct fit, use and disposal of PPE; daily washing of reusable face masks. *Example: Monitoring use of face coverings for workers, unless a lawful exception applies.* | Team leader |
|  | You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this? | Consider: signage, training/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability. *Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn* | Team leader |
|  | If your industry is subject to additional industry obligations, you may also be required to:* adhere to extra face mask requirements
* appoint Covid Marshals
* conduct surveillance testing for COVID-19.

How will you do this? | Consider: training, signage, communications, supplies.*Example: Monitor face mask requirements and communicate changes to staff.* | Site manager |



# 3. Hygiene

|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You **must** clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this? | Consider: stock appropriate cleaning and disinfection products, cleaning during and between shifts, soap and hand sanitiser, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member*Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.* | Officer manager |
|  | You should display a cleaning log in shared spaces. How will you do this? | Consider: signage, location. *Example: Display a cleaning roster on the notice board of the kitchen space.* | Store manager |
|  | You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this? | Consider: location, rubbish bins, supplies, signage. *Example: Ensure rubbish bins are available to dispose of paper towels.* | Assistant manager |
|  | You **must** clean and disinfect hire equipment at the end of every hire before going out to a new hire. Surfaces on equipment that need cleaning and disinfecting include steering wheel, control switches, key & levers, touch screens, grab assist handles, seat belts, dashboards & surrounding area, floor mats, access covers, battery change, fuel cap and handrails. How will you do this? | Consider: stocking appropriate cleaning and disinfection products, cleaning between hires, soap and hand sanitiser readily available, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member.Also, advise your customers to disinfect the hire equipment just prior to return. [Download a poster](https://blog.hireseeking.com.au/wp-content/uploads/2020/08/covid-19-surfaces-to-be-disinfected.pdf) *Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.* | Store manager |



# 4. Record keeping

|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | Every business (with some limited exceptions) **must** check-in their workers, customers and visitors. How will you do this? | Consider: **signage**, IT capability, communications, staff contact details, protocols for collecting and storing information, privacy obligations, alternative record keeping methods for periods of power outage or those without mobile phones. *Example: Use the free QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.* | Office manager |
|  | Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?  | Consider: staffing requirements, training, [signage](https://www.coronavirus.vic.gov.au/signs-posters-and-templates), kiosk check-in, alternative record-keeping methods.*Example: Station a staff member at all public entrances to the workplace.* | Duty manager |
|  | You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this? | Consider: HR support, communications. *Example: Communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.* | Manager |
|  | It’s strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?This includes having a plan:* to respond to a worker being notified they are a positive case or a close contact while at work
* to clean the worksite (or part) in the event of a positive case
* to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
* to immediately notify WorkSafe or relevant authority in your area if you have identified a person with COVID-19 at your workplace
* if you have been instructed to close by the Department of Health
* to re-open your workplace when cleared by the Department of Health and notify workers to return to work.
 | Consider: HR support, communications, cleaning, contact lists, business closure/reopening. *Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.* | Area Manager |



# Enclosed spaces and ventilation

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- |
| You should reduce the time workers spend in enclosed spaces. How will you do this? | Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.*Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.* | Office Manager |
| 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.
* conduct surveillance testing.

How will you do this? | Consider: HR support, communications, record keeping protocols.*Example: Provide workers with a health questionnaire to complete before their shift.* | Manager |



# 6. Workforce bubbles

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- |
| You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this? | Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts or between shifts (cross-over times), separate entrances.*Example: Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.* | Area manager |
| If your industry is subject to additional industry obligations, you may also be required to:* limit or stop workers working across multiple sites where practical
* keep records of workers who are working for different employers across multiple premises.

How will you do this? | Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts.*Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* | Site Manager |