

COVIDSafe Plan

18 November 2020

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

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

Action:

- Provide continuous training and guidelines to instructors to keep 1.5m distance between them and the kids and other workers at all times.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- Divide kids into groups where each group interacts with 1 instructor and have a physical distance between the groups.

Requirements: 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 ([hyperlink](#)) vic.gov.au
- Informing workers to work from home wherever possible

Action:

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring appropriate information on the use of face coverings and PPE

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

- Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn

- Monitoring use of face coverings in all workers, unless a lawful exception applies

Requirements: You should install screens or barriers in the workspace for additional protection where relevant.

Action: None.

Requirements: 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.

Action: None.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- 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

Action :

- Identify high touch surfaces (laptops, desks, robotic kits)
- Provide information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock

Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.

Action: None.

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

Action:

- Location of hand sanitiser stations throughout the worksite
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of sanitiser
- Ensuring workers have information on how to wash and sanitise their hands correctly.

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

4. Keep records and act quickly if workers become unwell

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

Action:

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case

Requirements: 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 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
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- Establish a process for notifying workers and close contacts about a positive case in the workplace.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying Worksafe that the site is reopening

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- Consider implementing temperature checking
- Ask workers to complete a health questionnaire before starting their shift
- Review processes to maintain up-to-date contact details for all workers
- Provide information on protocols for collecting and storing information

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

- Check temperatures for all workers coming into the workplace and keep a log of records.

5. Avoid interactions in enclosed spaces

Requirements: 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

Action:

- Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

There are no additional requirements for restricted or heavily restricted industries.

6. Create workforce bubbles

Requirements: 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.

Action:

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimise time in shared facilities when taking breaks
- Ensure groups of workers do not mix across different shifts

Requirements: Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action: None.

For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)