COVIDSafe Plan

How to develop or review your COVIDSafe Plan

About this template

This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

To comply with public health directions

- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.

- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).

- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.

- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities

! This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.

- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).

- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan
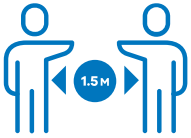
Business name: Highett Youth Club

Address: 3 Livingston Street, Highett VIC 3190

Plan completed by: Samantha Baisas

Job title: COVID-19 Hygiene Officer / Office Administrator

Date reviewed: 12/01/2022

Next review: 12/02/2022

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1. Physical distancing

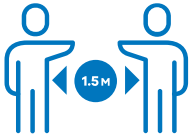| RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this? • Density quotients can change. One person per four square metre or one person per two square metres 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: coronavirus.vic.gov.au/business	Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks *Example: Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.* Signage -Display maximum number of people allowed in facility in line with density limits Furniture -Stagger seating in foyer and coaches room to minimise close contact	*Example: Office Manager* COVID-19 Hygiene officer
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: staff rostering, workforce bubbles, staggered start and finish times. *Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* Roster -Adjust roster so that we only have minimum number required to be able to run the facility, including admin staff Class Times -Stagger start and finish time of classes so that staff have limited crossover time	*Example: Duty Manager* Gymnastics Development Manager

1. Physical distancing (Continued)

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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.* Signage -Display signage encouraging visitors & participants to keep 1.5 metres apart Entering and exiting building -Get participants to wait in foyer away from participants currently in classes Encourage visitors to wait outside/ not congregate inside the foyer	*Example: Team Leader* COVID-19 Hygiene officer
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.* Posts on workplace forums (FB/email/zoom) -Post on FB / send email to follow current health directions -Inform staff of hygiene requirements - coughing/sneezing into elbow and sanisiting after -Inform staff to keep 1.5 metres apart where possible -Inform staff to stay home if sick or a possible close contact and take a RAT or PCR until they receive a neg result -Inform staff to wear a mask indoors in line with govt guidelines	*Example: Site Manager* COVID-19 Hygiene officer

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2. Face masks

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: coronavirus.vic.gov.au/face-masks	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.* Ensure masks are included in regular stock ordering Monitor use of face masks for visitors, staff and participants Display signage when masks are required indoors	*Example: Team Leader* Supervisor
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.* Inform staff via FB/email when guidelines change for mask requirements, and when they will need to wear them Inform staff of how to correctly fit their mask, and correct disposal of PPE	*Example: Team Leader* COVID-19 Hygiene officer

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2. Face masks (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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? For more information visit coronavirus.vic.gov.au/additional-industry-obligations	Consider: training, signage, communications, supplies. *Example: Monitor face mask requirements and communicate changes to staff.* Continually monitor mask requirements and ensure this is communicated to staff Ensure adequate stock of masks so that we adhere to current guidelines Display signage of correct mask requirements	*Example: Site Manager* COVID-19 Hygiene officer

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3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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? For more information visit: coronavirus.vic.gov.au/cleaning	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.* Include disinfection / cleaning products in regular stock ordering All frequently touched items in the facility are to be disinfected when opening/closing by administration Equipment in the gym is to be disinfected using spray (no wipe) disinfectant Set up cleaning log to ensure that cleaning is being done everyday	*Example: Officer Manager* COVID-19 Hygiene officer Supervisor
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.* Display a cleaning log in the coaches room	*Example: Store Manager* COVID-19 Hygiene officer

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3. Hygiene (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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.* Ensure that sanitiser is ordered in regular stock Regularly top-up sanitiser bottles and keep in foyer, office, coaches room, activity room & gyms Display signage to regularly wash hands and sanitise	*Example: Assistant Manager* COVID-19 Hygiene officer
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 once daily • adhere to additional hygiene training requirements. For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: signage, scheduling, training, monitor supplies, shared equipment. *Example: Identify which products are required for thorough cleaning.* Display cleaning log, identifying which areas need to be cleaned and how often	*Example: Officer Manager* COVID-19 Hygiene officer

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4. Record keeping

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Every Victorian business (with some limited exceptions) **must** use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this? For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service	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 Victorian Government 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.* Display Free Govt QR code sign and get all participants, visitors & staff to check in each time they arrive Make sure staff have downloaded the app Keep manual check in on site just in case someone doesn't have a phone	*Example: Office Manager* COVID-19 Hygiene officer

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4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Some venues **must** have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this? For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals	Consider: staffing requirements, training, signage, kiosk check-in, alternative record-keeping methods. *Example: Station a staff member at all public entrances to the workplace.* Allocate a staff member to stay at entrance of facility to ensure people are checking in	*Example: Duty Manager* COVID-19 Hygiene officer
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? For more information visit: coronavirus.vic.gov.au/vaccine	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.* Regularly post on fb/email staff to get tested if they have any symptoms communicate that financial support is available to them if they have to isolate/wait for results	*Example: Manager* Operations manager

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4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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 Victoria on 13 23 60 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. For additional resources: business.vic.gov.au/emergency-planning	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.* If staff member tests positive, notify any staff members that may be considered a close contact via email to ensure they get tested If a participant tests positive, notify class and encourage to get tested/monitor for symptoms Contact cleaner to conduct a deep clean if a staff member tests positive Notify WorkSafe if we have a postiive case If required to close, contact all families via email	*Example: Area Manager* COVID-19 Hygiene officer Operations Manager

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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.* Make sure that person opening up opens up as many windows/doors as possible, to allow for adequate ventilation Encourage staff to eat/take breaks outside Set air conditioning for optimum air flow at the start of each day	*Example: Office Manager* COVID-19 Hygiene officer
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? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: HR support, communications, record keeping protocols. *Example: Provide workers with a health questionnaire to complete before their shift.* Provide workers with a health questionnaire to complete before each shift, to ensure they have no symptoms/haven't been in contact with a confirmed case/directed to quarantine	*Example: Manager* COVID-19 Hygiene officer

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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.* Stagger class times so that staff have minimal crossover time. Encourage staff to have breaks outside so that they don't congregate indoors	*Example: Area Manager* Gymnastics Development 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? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	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.* Keep records of staff working at multiple facilities. Try to adjust roster so there is minimal crossover, and less people working at the same time	*Example: Site Manager* COVID-19 Hygiene officer Gymnastics Development Manager

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