Your COVIDSafe Plan

Book your COVID-19 vaccination at
coronavirus.vic.gov.au/vaccine

Your COVIDSafe Plan

1.

Do you have a COVIDSafe Plan?

A COVIDSafe Plan is a list of health and safety actions. It is an important part of your occupational health and safety obligations and is required under the Victorian Government's Pandemic Orders. Every Victorian business with on-site operations must have a COVIDSafe Plan for each workplace and provide it to an Authorised Officer (AO) upon request. A copy of the plan must be kept at each workplace. Your plan describes how you will keep your workers and customers safe. It also helps you prepare for a case of COVID-19 in the workplace.

2.

Is your workplace COVIDSafe?

Your business must:

– document in your COVIDSafe Plan how you will manage a COVID-19 case in your workplace

– use the Victorian Government QR Code (with limited exceptions) and ask workers and customers to check-in

– keep a record of when you sighted the vaccination status of your workers

– document how you will check the vaccination status of customers where required

– ensure workers and customers wear face masks when required.

Guidance is available at **coronavirus.vic.gov.au/sector-guidance**. This includes answers to Frequently Asked Questions about how COVIDSafe Settings affect your business.

Some industries are subject to additional obligations. For more information visit **coronavirus.vic.gov.au/additional-industry-obligations**

3.

What else can you do to reduce the risk of COVID-19 at your business?

Further reduce the risk of COVID-19 transmission at your business by:

– encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face

– making hand sanitiser available

– increasing airflow and reducing the recirculation of air.

4.

Do your workers know your COVIDSafe Plan?

Your employees must comply with the COVIDSafe Plan, so it's important they understand it. Ask for their input, including from your Health and Safety representatives, and provide training. Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

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5. Can an Authorised Officer request your COVIDSafe Plan?

Authorised Officers (AOs) from across Victorian Government departments and agencies conduct regular inspections of businesses to ensure they are following required COVIDSafe Settings. AOs may request to see you have a COVIDSafe Plan at each workplace and that you have implemented all requirements. You must make changes to your COVIDSafe Plan if an AO directs you to. Non-compliance may result in court action and penalties.

6. How can you help everyone to do the right thing?

Signs, posters and templates for your business are available at **coronavirus.vic.gov.au/signs-posters-and-templates**

Translated COVIDSafe Plan templates are available at **coronavirus.vic.gov.au/covidsafe-plan#covidsafe-plan-in-languages-other-than-english**.

Translated information is also available via the **Business Victoria Hotline 13 22 15**.

This is how you will keep your workers and customers safe

Business Name .... Trading name ....

ABN/ACN .... QR Code/s for this site...

Contact person .... Contact number ....

Address ....

Date reviewed .... Next review..

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order:

Name .... Signature ....

Job title.. Date ....

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Document how you will manage a COVID-19 case at your business

Requirements	Action (add your responses)
	Do your workers know to get tested and isolate at the first sign of symptoms?
Workers must get tested at the first sign of symptoms.	Who will identify workplace contacts?
If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible.	Who will notify workplace contacts and advise on actions to follow?
When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.	Who will notify your health and safety representative?
Visit **coronavirus.vic.gov.au/case-workplace** for the latest information and advice, and resources to help you manage the situation.	Who will document the actions taken?
If you need help with any of the steps, call the **Department of Health on 1300 651 160**.	Who will notify the Department of Health?
	What will your business do if you or your workers need to isolate?

Recommendations	Action (add your responses)
Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.	Have you rostered your workers into groups?
Visit **coronavirus.vic.gov.au/covidsafe-workplaces** for the latest advice.	Is there an overlap of workers during shift changes?

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Make sure workers are fully vaccinated if working outside their home

Requirements	Action (add your responses)
To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.	Who will check the vaccination status of your workers?
If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.	How will you manage the records of vaccination status?
Visit **coronavirus.vic.gov.au/worker-vaccination-requirements** for the latest information and advice.	If your business operates across multiple sites, how will the records be managed — centrally or by location?

Make sure customers check in and are vaccinated if required

Requirements	Action (add your responses)
Register a Victorian Government QR Code for each workplace at **coronavirus.vic. gov.au/register-to-use-vic-gov-qr-code-service**	Who is responsible for checking the location of QR Code posters?
Businesses must display Victorian Government QR Code posters at each public entrance to the premises (both indoor and outdoor) and at points of sale (in a retail or food and drink premises).	
Make sure everyone checks in.	
– If someone cannot check themselves in, the Service Victoria Kiosk check-in service allows businesses to use their smartphone, tablet or computer to check people in.	Who is responsible for making sure customers have checked in (if required for your business)?
– Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.	
For information on:	
– customer vaccination requirements, visit **coronavirus.vic.gov.au/sector-guidance**	Who is responsible for confirming customers are fully vaccinated?
– how to check customer vaccination status, visit **coronavirus.vic.gov.au/checking-customers-vaccination-status**	

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Record keeping

Requirements	Action (add your responses)
In addition to records on worker vaccination information and QR Code processes, businesses are required to maintain detailed records of worker attendance, areas of work and contact details. Visit **coronavirus.vic.gov.au/covidsafe-workplaces** for the latest information and advice. Consider alternative record keeping methods if you lose power or wi-fi access.	Describe how you will keep records of this information. Who will keep records up to date?

Wear face masks to reduce the risk of COVID-19 transmission

Requirements	Action (add your responses)
Ensure all workers follow the current face mask requirements. Visit **coronavirus.vic.gov.au/face-masks-when-wear-face-mask** for the latest information and advice. In settings where face masks are required, businesses and venues must display face mask posters at each public entrance. These are available at **coronavirus.vic.gov.au/signs-posters-and-templates**. For information on sectors requiring additional Personal Protective Equipment (PPE) obligations, visit **coronavirus.vic.gov.au/sector-guidance** for the latest information and advice.	Do workers know the face mask requirements for your business? Who will make sure workers understand how to wear face masks correctly and when they need to wear them? If required, who will provide workers with face masks? Are face mask posters required to be displayed in your business setting? Where are face mask posters displayed?

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Recommendations	Action (add your responses)
It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required. Visit **health.vic.gov.au/worker-health-wellbeing/protective-personal-equipment-ppe** for the latest information and advice. Masks should be worn for up to four hours and replaced after this time.	Do your workers understand the risk of airborne transmission? Do you provide training, instruction and guidance on PPE use and disposal?

Improve indoor air quality

Recommendations	Action (add your responses)
Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace. This can be improved by: – opening windows – leaving doors open in hallways and corridors – adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air. Visit **coronavirus.vic.gov.au/ventilation** for information on how to improve ventilation systems in the workplace.	Can doors and/or windows be opened? Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow? Do you regularly service your HVAC systems including upgrading filters? Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?

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Practise good hygiene and physical distancing

Requirements	Action (add your responses)
Businesses should be aware of any rules that limit the number of people on a work premises. Soap and hand sanitiser should be available for all workers. Encourage regular handwashing. Visit **coronavirus.vic.gov.au/ how-we-work-current- restrictions** for the latest information and advice.	Are there any limits on the number of customers or workers currently in force for your sector? Are wash stations easily accessible and adequately stocked? Can everyone access sanitiser when they arrive?

Recommendations	Action (add your responses)
It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters. Visit **coronavirus.vic.gov.au/covidsafe- workplaces** for the latest information and advice.	How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms?

Please ensure you check the latest guidance for your sector at **CORONAVIRUS.vic.gov.au**

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated. For more information on our privacy policy, please email **icc@ecodev.vic.gov.au** or call the **Business Victoria Hotline on 13 22 15**.

For help with your COVIDSafe Plan:

– visit **CORONAVIRUS.vic.gov.au**

– call the **Business Victoria Hotline on 13 22 15**. Translators are available.