

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: _____

Site location: _____

Contact person: _____

Contact person phone: _____

Date prepared: _____

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	
<p>Replace high-touch communal items with alternatives.</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	
<p>Modify the alignment of workstations so that employees do not face one another.</p>	
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____