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| COVID Safe plan |
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*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** |
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| **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. | * *Set up hand sanitiser stations at point of entry to main areas and throughout the facility;* * *ensure all people who enter at any point sanitise their hands* * *put a sign up requiring people to use sanitiser on entry.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | * *Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.* * *Any areas which do not have any airflow will have limited access (such as some storage rooms) or be closed off.* |
| 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. | * *Ensure face coverings and PPE required for the workplace are used and employees understand when and how they need to be worn.* * *Monitoring use of face coverings will occur unless a lawful exception applies.* |
| 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). | * *Staff will be educated on hand and cough hygiene.* * *Staff will be told not to attend work if unwell.* |
| Replace high-touch communal items with alternatives. | * *Staff will be instructed to avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment or to wear disposable gloves for single use when using shared equipment and to also clean shared equipment regularly with disinfectant.* * *No touch amenities such as contactless taps, rubbish bins and soap dispensers will be installed where possible.* |

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| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * *High touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) will be identified and cleaned on a regular basis with a cleaning schedule to be maintained and followed.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * *Identify which products are required for thorough cleaning* * *Monitor supplies of cleaning products and regularly restock* |

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| **Physical distancing and limiting workplace attendance** | | |
| **Ensure that all staff that can work from home, do work from home.** | | * *Identify the roles that can be performed from home or adapted to be performed from home* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | | * *Develop a system to meet any requirements that apply to Greyhound Racing participants* |
| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.** | | * *Consider implementing temperature checking* |
| **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.** | | * *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break.* * *Consider implementing a density quotient or cap in each area (i.e. one person per 4sqm) and put up signage or posters to reflect the new limit.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | | * *Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas.* |
| **Modify the alignment of workstations so that employees do not face one another.** | | * *Identify any workstations need to be modified and reconfigure them so that employees do not face one another.* |
| **Minimise the build up of employees waiting to enter and exit the workplace.** | | * *Allocating different doors for entry and exit where necessary.* * *Using an entry and exit system to the site that is as contactless as possible and quick to enter and exit.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | | * *Develop and educate staff on strategies and work practice changes to maintain physical distancing.* * *Reinforcing messaging to staff that physical distancing needs to be maintained during work and during social interactions.* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | * *Establish contactless delivery or invoicing.* * *Display signage for delivery drivers.* * *Identify designated drop off areas.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | * *Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time.* * *Encourage staff to minimise time on breaks in shared facilities with others.* |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | | * *Outline the maximum occupancy of areas that are open to the general public, and information about signage.* |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **Record keeping** | | |
| **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.** | | * *Establish a process to record attendance (including labour hire, external contractors, cleaners, delivery drivers and clients), including the areas of the workplace accessed during each shift or visit.* * *Maintain up-to-date contact details for all staff.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | * *Educate staff on how to meet OHS requirements, including recording information about any incidents.* |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case** | |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | * *Plan to communicate with customers, suppliers, stakeholders in the event of a positive case.* * *Identify the roles and responsibilities of employer and employees.* |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | * *Establish a process and ensuring readiness to provide records to DHHS and contact relevant staff members, including rosters and employee details.* |
| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | * *Implement a process for the cleaning and disinfection of employee’s workspace and high touch surfaces, including use of service providers* * *Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk* |
| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | * *Identify an appropriate area to isolate staff members.* * *Communicate with the employee about the requirement to self-isolate and be tested.* * *Describe arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested* * *Outline responsibility and process for entering details into relevant OHS system* |
| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | * *Regularly update and manage a list with the contact details and date of attendance of visitors to the workplace, including staff and customers.* * *Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | * *Establishing a process and responsibility for notifying WorkSafe.* |
| **Confirm that your workplace can safely re-open and workers can return to work.** | * *Established a process for confirming that a workplace is safe to reopen.* * *Established a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite.* * *Established a process for notifying DHHS and Worksafe that the site is reopening.* |