

Creating a COVIDSafe workplace

Helping Victorian small businesses reopen safely

All Victorian Businesses are required to have a COVIDSafe Plan. Need help? Visit coronavirus.vic.gov.au or call the Business Hotline 13 22 15
Do you need support? For more information on testing and support payments, visit coronavirus.vic.gov.au or call 1800 675 398

AGENDA

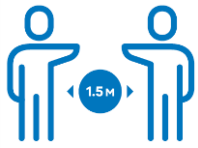
- What is a COVIDSafe Plan?
- What do I have to do?
- What happens if someone is sick?
- Can I get financial support?
- Where can I get more information?

Every business that is open must have a COVIDSafe Plan

This will help businesses to safely open and operate in accordance with current restrictions.

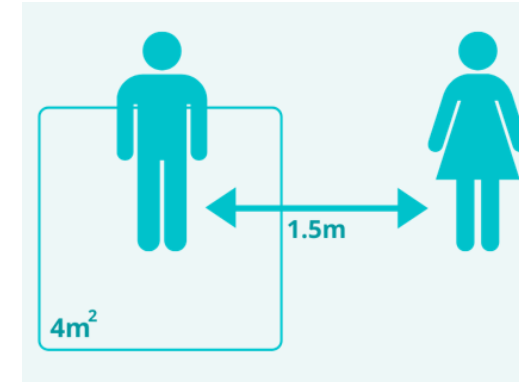
Your COVIDSafe Plan will be built on the six COVIDSafe principles:

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles



1. Ensure physical distancing

Requirements	Action Examples
Workers and visitors must stay 1.5 metres apart wherever possible.	Rearrange or remove furniture to comply with physical distancing.
Follow the density quotient: allow only one worker per four square meters of enclosed workspace	Display signs at the entrance to show patron limits
Train staff to follow physical distancing rules and car-pooling restrictions	Stagger seating to allow your staff to maintain their distance
Allocate different doors for entry and exit to minimise queues.	Mark the floor or install barriers to direct customer flow and help everyone stay 1.5 metres apart
Minimise the number of workers who deal with a customer	Make sure the only staff at work are those who need to be there





2. Wear a face mask

Requirements	Action Examples
Ensure all workers and visitors wear an approved face mask.	Display signs to encourage anyone entering to wear an approved mask. An approved face mask has at least two layers.
Provide staff with a face mask if they do not have one.	You can buy affordable disposable or reusable masks in most supermarkets and online.
Train staff in how to correctly fit, use and dispose of their face masks and PPE.	Lead by example - make sure your mask is fitted and always covers your nose and mouth. Staff must not remove their masks to talk to people in the store or on the phone.
Install screens and barriers where relevant.	Help to prevent infection by installing plastic barriers in commonly used areas, such as at cash registers





3. Practise good hygiene

Requirements	Action Examples
Provide hand sanitiser, soap and handwashing facilities for staff and customers	Use hand sanitiser and sanitise anything you touch that others might touch
Regularly clean and disinfect shared spaces and frequently touched surfaces.	Clean frequently touched surfaces (such as door handles, handrails, shelves, counters, touch screens and shared work equipment) with disinfectant
Regularly clean between shifts and display a cleaning log in shared spaces.	Clean regularly, with detergent or disinfectant. Monitor your cleaning supplies and restock regularly
Replace high-touch communal items with hygienic alternatives.	Use single-use or contactless options, (for example, disposable cups)





4. Keep records and act quickly if workers become unwell

Requirements	Action Examples
Support workers to get tested and stay at home if they are unwell – even if their symptoms are mild.	Advise your staff that financial support is available if they cannot work while waiting for results.
Have a contingency plan ready in the event of a worker testing positive to coronavirus (COVID-19) in your business.	Establish a process for notifying workers, close contacts, DHHS, WorkSafe and your health and safety representatives about a positive result.
Keep records of everyone who enters your business.	Decide who is responsible for carrying out the process.
Contact DHHS and notify WorkSafe Victoria on 13 23 60 if someone at your business tests positive to coronavirus (COVID-19).	Have a plan to clean the workplace in the event of a positive case.





4. Keep records and act quickly if workers become unwell

Develop a **Business Contingency Plan** so you can respond quickly if a worker tests positive

Your plan must include:



- A process for notifying workers and close contacts
- A process for cleaning
- Responsibility for who will contact DHHS, conduct the DHHS risk assessment, and provide close contact details
- A process for notifying WorkSafe Victoria
- A plan for closing the business if required
- A plan for reopening the business and notifying workers
- A process for confirming the worker is safe to return to work



Keep your Business Contingency Plan up to date



5. Avoid interactions in enclosed spaces

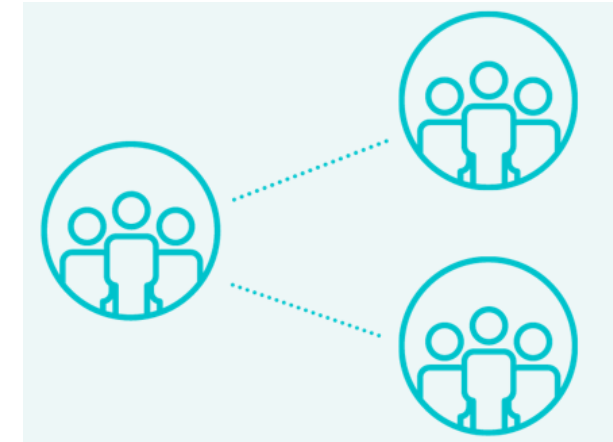
Requirements	Action Examples
Reduce the time workers spend in enclosed spaces.	Hold meal breaks and meetings outdoors when you can.
Work outdoors when possible, including serving customers.	Set up outdoor service points where feasible.
Increase the airflow in your workplace with open windows and doors	At the start of every workday, open all windows and doors
Ensure air-conditioning systems are on fresh not recycled air (including in vehicles)	Look for symbols like these on your aircon and in your vehicle  





6. Create workforce bubbles

Requirements	Action Examples
When rostering, don't overlap workers during shift changes	Maintain 'bubbles' for your staff by ensuring shift changes don't overlap
Keep groups of workers rostered on the same shifts at a single worksite.	Within a shift, stagger break times to avoid crowding common areas
Keep records of workers who disclose they reside with another worker.	If members of your staff live at the same address, put them on the same shifts.
Maintain records of all workers who have more than one employer across more than one worksite.	Limit the number of workers working across multiple sites when possible.





Your COVIDSafe Plan must set out:

- The actions you will take to prevent the introduction of coronavirus (COVID-19) to your workplace.
- The type of face mask or personal protective equipment (PPE) your workforce needs.
- How you will prepare for and respond to a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- How you will meet all the requirements set out by the Victorian Government.



Review your COVIDSafe Plan regularly

Public health advice and related restrictions can change.

- Review and update your COVIDSafe Plan regularly to make sure you comply with current regulations and health requirements.
- Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.
- Note that some higher-risk industries or workplaces have additional requirements.
- Download the latest fact sheets and resources to help you update your COVIDSafe Plan and to display at your workplace
- <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>



What to do if you are showing symptoms of coronavirus (COVID-19) at work



Go home and do not go to work



Get tested



Financial support is available while you wait for test results



Only return to work once you have received a negative test result



Example of a poster available for download from coronavirus.vic.gov.au



What should I do if a worker tests positive for coronavirus (COVID-19)



Notify close contacts



Do a comprehensive clean



Notify Worksafe Victoria **13 23 60**



Notify DHHS and seek advice **1800 675 398**



Example of a poster available for download from coronavirus.vic.gov.au



Financial support for Victorian workers

Financial support is available to Victorian workers who are waiting for test results or self-isolating.

The **\$450 Coronavirus (COVID-19) Test Isolation Payment** supports Victorian workers, including parents and guardians, who are required to self-isolate while waiting for the results of a coronavirus (COVID-19) test.

The **\$1500 Coronavirus (COVID-19) Worker Support Payment** is now offered through the Commonwealth Government's Pandemic Leave Disaster Payment for Victoria.

Please share this information with your workers.

<https://www.dhhs.vic.gov.au/covid-19-worker-support-payment>



How to create your COVIDSafe Plan

Visit <https://www.coronavirus.vic.gov.au/covidsafe-plan> for templates and guidance on creating a COVIDSafe Plan for your small business.



For more information, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on **13 22 15**

You can request a free translator by calling **13 22 15**



Every Victorian business must have a **COVIDSafe Plan**.