

# Your

# COVIDSafe

# Plan

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Book your COVID-19 vaccination at  
**[coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine)**

## 1. Does your workplace 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 workplace\* with on-site operations in Victoria must have a COVIDSafe Plan for each worksite 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, members, customers and the community safe. It also helps you prepare for a case of COVID-19 in the workplace.

\* A workplace in this document refers to all businesses (such as retail stores, restaurants and offices) and other organisations (such as scout groups, sports groups and community groups).

## 2. Is your workplace COVIDSafe?

Your workplace must:

- document in your COVIDSafe Plan how health and safety issues arising from COVID-19 will be managed in your workplace, including:
  - what face mask or PPE requirements apply to your workplace
  - actions you will take to mitigate the risk of COVID-19 being introduced into the workplace
  - your processes to manage when workers have COVID-19 symptoms or test positive for COVID-19
- keep a record of when you sighted the vaccination status of your workers
- follow requirements that apply to your workplace.

Guidance is available at [coronavirus.vic.gov.au/how-we-work-current-restrictions](https://coronavirus.vic.gov.au/how-we-work-current-restrictions).

## 3. What else can you do to reduce the risk of COVID-19 at your workplace?

Reduce the risk of COVID-19 transmission at your workplace by:

- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face, where required and when they cannot maintain physical distancing
- making hand sanitiser available
- increasing airflow and reducing the recirculation of air.

## 4. Do your workers know your COVIDSafe Plan?

Your workers must comply with the COVIDSafe Plan, so it's important they understand it.

Ask for their input, including 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.

## 5. Can an Authorised Officer request your COVIDSafe Plan?

Authorised Officers (AOs) from across Victorian Government departments and agencies, including WorkSafe Inspectors appointed as authorised officers, conduct regular inspections of workplaces 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 workplace are available at [coronavirus.vic.gov.au/signs-posters-and-templates](https://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](https://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

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Organisation name ..... Trading name .....

ABN/ACN .....

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

Address .....

Date reviewed ..... Next review .....

#### Employer acknowledgement of responsibilities and obligations under the Pandemic Orders:

Name ..... Signature .....

Job title ..... Date .....

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

Requirements	Action (add your responses)
<p>At the first sign of COVID-19 symptoms, workers are required to get tested and must not attend work.</p> <p>A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice as noted at <a href="https://coronavirus.vic.gov.au/checklist-cases">coronavirus.vic.gov.au/checklist-cases</a></p> <p>When you become aware of a case of COVID-19 in your workplace, you must follow government advice as noted at <a href="https://coronavirus.vic.gov.au/case-workplace">coronavirus.vic.gov.au/case-workplace</a></p> <p>If you need help with any of the steps, call the <b>Department of Health on 1300 651 160</b>.</p>	<p>Do your workers know to get tested and isolate at the first sign of COVID-19 symptoms?</p> <hr/> <p>Do your workers know they must identify their social contacts in the workplace?</p> <hr/> <p>Who will notify workers if there is a symptomatic worker or confirmed case on the work premises? Do they know what must be communicated to workers?</p> <hr/> <p>Who will notify your health and safety representative?</p> <hr/> <p>Who will document the actions taken?</p> <hr/> <p>Do you know when you need to notify the Department of Health of cases in your workplace ? Who will notify the department?</p> <hr/> <p>What will your workplace do if you or your workers need to isolate?</p>
Recommendations	Action (add your responses)
<p>Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.</p>	<p>Have you rostered your workers into groups?</p> <hr/> <p>Is there an overlap of workers during shift changes?</p>

## Make sure workers meet the vaccination requirements to work outside their home

### Requirements

Workers in most workplaces must be vaccinated to work outside their home, unless an exception applies. When vaccination requirements apply to your workers, sight and record the vaccination certificate or valid medical exemption. Visit [coronavirus.vic.gov.au/worker-vaccination-requirements](https://coronavirus.vic.gov.au/worker-vaccination-requirements) for the latest information and advice.

### Action (add your responses)

Who will check the vaccination status of your workers?

How will you manage the records of vaccination status?

If your workplace operates across multiple sites, how will the records be managed — centrally or by location?

## Wear face masks or PPE when required, to reduce the risk of COVID-19 transmission

### Requirements

Ensure all workers follow the current face mask requirements. Visit [coronavirus.vic.gov.au/face-masks-when-wear-face-mask](https://coronavirus.vic.gov.au/face-masks-when-wear-face-mask) for the latest information and advice. Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings.

### Action (add your responses)

Do workers know the face mask requirements for your workplace?

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?

If face masks are required, they should be worn for up to four hours and replaced after this time.

## 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: <ul style="list-style-type: none"><li>– opening windows</li><li>– leaving doors open in hallways and corridors</li><li>– adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.</li></ul>	Can doors and/or windows be opened?
Visit <a href="https://coronavirus.vic.gov.au/ventilation">coronavirus.vic.gov.au/ventilation</a> for information on how to improve ventilation systems in the workplace.	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?

Please ensure you check the latest guidance for your sector at [CORONAVIRUS.vic.gov.au](https://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 [info@business.vic.gov.au](mailto:info@business.vic.gov.au) or call the **Business Victoria Hotline on 13 22 15**.

For help with your COVIDSafe Plan:

- visit [CORONAVIRUS.vic.gov.au/covidsafe-plan](https://coronavirus.vic.gov.au/covidsafe-plan)
- call the **Business Victoria Hotline on 13 22 15**. Translators are available.

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