**CHECK IN EVERYWHERE EVERY TIME**

# YOUR COVIDSAFE PLAN

### 1. Do you have a COVIDSafe Plan?

Every business with on-site operations must have a COVIDSafe Plan. WorkSafe and Authorised Officers are conducting spot checks across Victoria.

### 2. Do you know the COVIDSafe settings for your sector?

Guidance on each sector is available at **coronavirus.vic.gov.au/guidance-sectors**. Each sector guidance page includes advice and answers to Frequently Asked Questions.

### 3. What have you done to make your business COVIDSafe?

These actions may include providing workers with personal protective equipment such as face masks, encouraging everyone entering your business premises to check in, making sanitiser available and disinfecting frequently touched surfaces.

### 4. Who is responsible for updating your COVIDSafe Plan?

Your COVIDSafe Plan should be frequently reviewed and updated to help you comply with any new restrictions and meet requirements for your workers, contractors and customers.

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

It's important for your workers to know your COVIDSafe Plan and the actions you have taken. It will help them understand the importance to your business of staying safe and the importance of staying home if they are ill. The COVID-19 symptoms include fever, chills, cough, sore throat, shortness of breath, a runny nose or loss of smell.

### 6. Do you have your QR Code?

All businesses must use the Victorian Government QR Code Service (with some limited exceptions) and ensure customers and staff check in everywhere, every time – regardless of how long they are on the premises. It's free, easy to use and helps stop the spread of COVID-19. To register go to coronavirus.vic.gov.au/QRcode.

### 7. Would you like more signs and posters to help customers do the right thing?

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

### 8. Do you need information in another language?

Information for businesses regarding COVIDSafe planning is available in a number of languages via the Business Victoria Hotline 13 22 15 and at coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19.

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

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# This is how you will keep your workers and customers safe.

| Business name: | |
|---|---|
| Address: | |

| Plan completed by: | | Job title: | |
|---|---|---|---|
| Date reviewed: | | Next review: | |

## Practise physical distancing

| Requirements and recommendations | Action |
|---|---|
| You must apply the relevant density quotient. Check your sector guidelines to see how many people can safely be in each area. For example, if you have 30m² shop, 15 people can be there under the two square metre rule. | What is the density quotient for your sector? |
| | What are you doing to comply with the density quotient? |
| | Have you put up a sign at the entrance? |
| | Who is responsible for ensuring you do not exceed your density quotient? |
| Where possible, aim for workers and visitors to maintain physical distancing of 1.5 metres. | Do you need to reduce crowding as people enter, move through and leave the workplace? |
| | Are you using floor markings or stickers to encourage people to stay 1.5 metres apart? |
| You should provide training to workers on physical distancing. This should include an understanding of the current COVIDSafe settings. This can be found at **coronavirus.vic.gov.au** | What have you done to make sure your workers understand the importance of physical distancing? |

## Wear a face mask

| Requirements and recommendations | Action |
|---|---|
| You must ensure all workers adhere to current face mask requirements, as outlined at **coronavirus.vic.gov.au/face-masks** Requirements may change over time. | Do your workers understand the face mask requirements for your sector? |
| | Do you provide your workers with face masks? |

| Requirements and recommendations | Action |
|---|---|
| You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).<br><br>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately. | Who is responsible for making sure your workers understand how to use PPE? |

## Practise good hygiene

| Requirements and recommendations | Action |
|---|---|
| You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including frequently touched surfaces such as doorknobs and telephones.<br><br>You should:<br><br>• Clean frequently touched surfaces with appropriate cleaning products, including detergent and disinfectant.<br><br>• Clean between shifts. | Do you clean and disinfect frequently touched surfaces twice a day, including doorknobs, counters and handrails?<br><br><br>Who is responsible for cleaning between shifts? |
| You should display a cleaning log in shared spaces. | Where is your cleaning log? |
| You should make soap and hand sanitiser available for all workers and encourage regular handwashing. | Do you have soap and water at all wash stations?<br><br><br>Can customers, delivery people, contractors, staff all access sanitiser when they arrive? |

## Keep records and act quickly if workers are ill

| Requirements and recommendations | Action |
|---|---|
| If your workers are ill, you must support workers to get tested and stay home even if they only have mild symptoms. | Do you know the symptoms of COVID-19?<br><br><br>If a worker has symptoms, do they know they should stay home and get tested? |
| You must develop a business contingency plan to manage any outbreaks. This includes:<br><br>• A plan to respond to a worker being notified they are a positive case or a close contact while at work.<br><br>• A plan to clean the worksite (or part) in the event of a positive case.<br><br>• A plan to contact the Department of Health and WorkSafe Victoria on 13 23 60 if you have a person with COVID-19 at your workplace.<br><br>• A plan in case you are instructed to close by the Department of Health.<br><br>• A plan to re-open your workplace once approved by the Department of Health. | How do you record all staff and contractors on site?<br><br><br>How will you contact all your staff and suppliers quickly if they need to quarantine and get tested?<br><br><br>Who will ring the Department of Health and WorkSafe if you have a positive case in the workplace? |

All businesses are required to use the Victorian Government QR Code Service (with some limited exceptions) through the Service Victoria app.

If a visitor cannot check themselves in, the Service Victoria Kiosk check-in service allows venues and businesses to use their own smart phone, tablet or computer to check-in visitors. This is convenient for Victorians and gives contact tracers access to the best data quickly.

It is free, quick and easy to use.

Register for the Victorian Government QR Code Service at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service

If there is an outbreak, this will enable rapid and effective contract tracing to stop the virus spreading.

Make sure staff, contractors, customers and visitors check in.

## Avoid interactions in enclosed spaces

| Requirements and recommendations | Action |
|---|---|
| You should reduce the amount of time workers are spending in enclosed spaces. This could include:<br><br>• Enabling working in outdoor environments.<br><br>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.<br><br>• Enhancing airflow by opening windows and doors.<br><br>• Optimising fresh air flow in air conditioning systems. | Can you open doors or windows, or relocate activity outside? |

## Create workforce bubbles

| Requirements and recommendations | Action |
|---|---|
| Consider keeping groups of workers rostered on the same shifts at a single worksite. Avoid any overlap of workers during shift changes where it is practical to do so. | Do you keep workers in groups, reducing the number of people they interact with?<br><br>If there is an outbreak, how can you stop it spreading across all your teams?<br><br>Are teams assigned different days? |

This document is a guide to assist small businesses to create a COVIDSafe Plan.
Please ensure you check the latest requirements for your industry 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.

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For help with your COVIDSafe Plan, visit **CORONAVIRUS.vic.gov.au** or call the Business Victoria Hotline on **13 22 15.** Translators available.

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