



## About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

### In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

**If you are in a high risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at [vic.gov.au](http://vic.gov.au).**

## How to develop your COVIDSafe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at [vic.gov.au](http://vic.gov.au).

### 2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

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

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

**Mandatory requirements under public health direction feature this symbol:**



- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).



### **3. Keep your plan up to date**

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

### **4. Share your plan**

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

**For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [vic.gov.au](http://vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## 1. Ensure Physical Distance:

Requirement	Action to mitigate the introduction and spread of COVID-19
<p><b>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</b></p> <ul style="list-style-type: none"> <li>• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply.</li> <li>• Informing workers to work from home wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>• Hallways, Centrelink and front office have markers on floor to help maintain social distance.</li> <li>• Classroom, when in use, are set up by CCH Staff in accordance with social distancing guidelines.</li> <li>• All rooms have maximum capacity's listed on doors: <ul style="list-style-type: none"> <li>▪ Front Office: 5.</li> <li>▪ Classrooms: 11.</li> <li>▪ Art Rooms: 10.</li> <li>▪ Art Studio: 10.</li> <li>▪ Kitchen: 8.</li> <li>▪ Nalderun: 5.</li> <li>▪ MASG: 5.</li> </ul> </li> <li>• Front door remains locked at all times and no more than 2 people are let in at any one time</li> <li>• Majority of staff are working from home – there are usually no more than 2 staff members on site.</li> </ul>
<p><b>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</b></p> <ul style="list-style-type: none"> <li>• There is no more than one worker per four square metres of enclosed workspace</li> <li>• There is no more than one member of the public per four square meters of publicly available space indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Workstations are set up so that each worker is spaced 1.5 metres apart and floor has been marked to indicate so. Staff also don't face each other.</li> <li>• Classrooms, meeting spaces e.g. are set-up by CCH staff prior to beginning of the day/class/meeting in line with recommended guidelines.</li> </ul>
<p><b>You should provide training to workers on physical distancing expectations while working and socialising.</b></p>	<ul style="list-style-type: none"> <li>• Posters are prominently displayed throughout the building and staff are regularly notified of any changes to guidelines currently in place.</li> </ul>

## 2. Wear a Face Covering:

Requirement	Action to mitigate the introduction & spread of COVID-19
<p><b>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</b></p> <ul style="list-style-type: none"> <li>• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</li> </ul>	<ul style="list-style-type: none"> <li>• All persons who enter the facility must be wearing a wear a fitted face mask that covers the nose and mouth face mask unless they have a lawful reason.</li> <li>• Face shields, bandanas, scarves, loose snoods, loose buffs or loose neck gaiters are not considered a sufficient face covering.</li> <li>• All staff have been provided with 3 ply disposable masks and DHHS issued reusable masks.</li> <li>• Disposable masks are also available at the front sign in desk for visitors</li> <li>• Additional supplies are kept in the front office and the cleaner’s cupboard.</li> </ul>
<p><b>You should install screens or barriers in the workspace for additional protection where relevant.</b></p>	<ul style="list-style-type: none"> <li>• Sneeze guard has been placed at the front counter at reception.</li> </ul>
<p><b>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</b></p>	<ul style="list-style-type: none"> <li>• Staff have access to all COVID-19 relevant documents via CCH network and documents have also been emailed to staff members – including the “How to wear a face mask.”</li> <li>• If staff are wearing a disposable mask they are encouraged to change them every 4 hours or if they become visibly soiled or wet.</li> <li>• Staff have also been provided with 5 reusable face masks each and been told to wear a clean one each day.</li> </ul>

### 3. Practice Good Hygiene:

Requirement	Action to mitigate the introduction & spread of COVID-19
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. You should:</b></p> <ul style="list-style-type: none"> <li>• Clean surfaces with appropriate cleaning products, including detergent &amp; disinfectant</li> <li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>• Clean between shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces are cleaned following the '<i>Cleaning &amp; disinfecting to reduce COVID-19 Transmission</i>' provided by the Victorian Department of Health &amp; Human Services: <ul style="list-style-type: none"> <li>▪ Wear gloves when cleaning &amp; disinfecting. Gloves should be discarded after each clean. Clean hands after removing gloves.</li> <li>▪ Wipe down soiled tabletops with detergent (soap) and water.</li> <li>▪ Apply disinfectant spray to surfaces.</li> <li>▪ Ensure surfaces remain wet for the period of time required to kill germs as specified by the manufacturer. If no time is specified, leave for 10 minutes.</li> <li>▪ Wipe down surface with paper towel, dispose after use.</li> </ul> </li> <li>• Cleaning of high traffic areas i.e. sign in tables at entrance is cleaned every hour or after influx of visitors.</li> <li>• Communal items (kettle, crockery, cutlery and amenities) have been removed from areas and all persons are encouraged to bring their own coffee cup, cutlery etc.</li> <li>• Where possible, students are provided with their own equipment kits.</li> <li>• Any shared items are must be sanitised before and after use.</li> <li>• Staff are to clean their workstation at the end of the day. (mouse, keyboard, phone, chair etc).</li> <li>• Frequently touched surfaces (chairs, tables, light switches, door handles etc) in class/art rooms are cleaned before and after courses/use of room.</li> <li>• Contracted cleaners attend the site twice a week for cleaning.</li> </ul>
<p><b>You should display a cleaning log in shared spaces.</b></p>	<ul style="list-style-type: none"> <li>• Cleaning logs are in each of the following rooms: <ul style="list-style-type: none"> <li>▪ Classroom 1</li> <li>▪ Classroom 2</li> <li>▪ Art Room 1</li> <li>▪ Art Room 2</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Centrelink</li> <li>▪ Reception</li> </ul>
<p><b>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</b></p>	<ul style="list-style-type: none"> <li>• Government issued 'slow the spread' posters are displayed throughout the building including the 'wash your hands regularly' poster.</li> <li>• Each room including the entrance way has the following items available: <ul style="list-style-type: none"> <li>▪ Hand sanitiser.</li> <li>▪ Hospital-grade disinfectant spray.</li> <li>▪ Disinfectant aerosol spray</li> <li>▪ Paper towel and tissues.</li> </ul> </li> <li>• Additional supplies are stored in the main office and cleaner's cupboard.</li> </ul>

#### 4. Contact Tracing:

Requirement	Action to mitigate the introduction & spread of COVID-19
<p><b>You must support workers to get tested &amp; stay home even if they only have mild symptoms.</b></p>	<ul style="list-style-type: none"> <li>Staff are not permitted to enter the building if they are suffering even mild symptoms, they are to notify management immediately and are required to get a test or doctors clearance before returning to work.</li> </ul>
<p><b>You must develop a business contingency plan to manage any outbreaks. This includes:</b></p> <ul style="list-style-type: none"> <li>Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results</li> <li>Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period</li> <li>Having a plan in place to clean the worksite (or part) in the event of a positive case</li> <li>Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace</li> <li>Having a plan in the event that you have been instructed to close by DHHS</li> <li>Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work</li> </ul>	<ul style="list-style-type: none"> <li>CCH will refer to the <a href="#">COVID-19 Outbreak Policy</a>, <a href="#">Pandemic Policy</a> &amp; <a href="#">Pandemic Procedures</a> currently in place.</li> <li>CCH will follow direction from DHHS &amp; Worksafe Victoria regarding reopening should an outbreak occur.</li> </ul>
<p><b>You must keep records of all people who enter the workplace for contact tracing.</b></p>	<ul style="list-style-type: none"> <li>All persons, including staff, who enter the building are required to complete an attendance declaration. For contact tracing purposes, they must include name, phone number &amp; postcode and answer the following questions; <ul style="list-style-type: none"> <li>Have you been diagnosed with coronavirus COVID 19?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>▪ In the last 14 days, have you visited any country outside Australia?</li> <li>▪ In the last 14 days, have you been in close contact with someone who is a confirmed case of coronavirus COVID-19?</li> <li>▪ In the last 14 days, have you been in close contact with someone who is currently awaiting test results regarding coronavirus COVID-19?</li></ul> <p>If anyone answers, yes, to the above questions, then CCH will not be able to engage with the person(s) and they are not permitted to access the facility until:</p> <ul style="list-style-type: none"><li>▪ They complete the required 14-day self-isolation period; and</li><li>▪ Provide medical advice that they are well</li></ul> <ul style="list-style-type: none"><li>• Electronic copy is kept on file for 28 days while paper form is shredded in line with the privacy act.</li><li>• Licences/proof of residence documents are sighted upon arrival to confirm postcode.</li></ul>
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## 5. Avoid Interactions in Enclosed Spaces:

Requirement	Action to mitigate the introduction & spread of COVID-19
<p><b>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</b></p> <ul style="list-style-type: none"><li>• Enabling working in outdoor environments</li><li>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms</li><li>• Enhancing airflow by opening windows and doors</li><li>• Optimising fresh air flow in air conditioning systems</li></ul>	<ul style="list-style-type: none"><li>• Only staff, tutors, enrolled students and those with appointments are allowed to enter CCH, the building is closed to the general public.</li><li>• Where possible, classes, programs and services have been moved to online format.</li><li>• Where possible all doors are left open.</li></ul>

## 6. Create Workforce Bubbles:

Requirement	Action to mitigate the introduction & spread of COVID-19
<p><b>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</b></p>	<ul style="list-style-type: none"><li>• Majority of staff are working from home. The building is staffed by the Office Coordinator, Centrelink Agent and the backup agent OC is busy.</li><li>• There are no 2 courses running at any one time and course have been have been spaced out over the week.</li></ul>