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.**

# How to develop your COVIDSafe Plan

**COVIDSafe Plan**

**About the**

**COVIDSafe**

**Plan**

**1. Understand your responsibilities**

Information on public health directions applying to employers is available at 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 or call the Business Victoria Hotline on 13 22 15.**

# Your COVIDSafe Plan

Business name: Myuna Farm Mobile Ark

Plan completed by Kathleen Lafrank

Date reviewed: 20/10/2020

## 1. Ensure physical distancing

|  |  |
| --- | --- |
| **Requirements** | **Action** |
| **You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:*** Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
* Informing workers to work from home wherever possible

**You may also consider:*** Minimising the build-up of people waiting to enter and exit the workplace
* Using floor markings to provide minimum physical distancing guides
* Reviewing delivery protocols to limit contact between delivery drivers and workers
 | Schools n/a – class sizes in penQueues- ensure 1.5 metre apartStaff and clients – 1 staff per job remain 1.5 from patrons |
| **You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:*** There is no more than one worker per four square metres of enclosed workspace
* There is no more than one member of the public per four square meters of publicly available space indoors
 | Public - 4 per square Housholds- n/a currently  |
| **You should provide training to workers on physical distancing expectations while working and socialising. This should include:**• Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au |  Carpooling- N/A |

**If your industry is restricted or heavily restricted, you must also:**

Reduce workers levels in accordance

with industry directions.

Limit number of patrons in accordance

with industry directions.

Have no carpooling.

**Heavily Restricted Industries Only**

Have workers only attend work if permitted.

Workers in permitted work premises must work

from home, if they can.


## 2. Wear a face covering

|  |  |
| --- | --- |
| **Requirements** | **Action** |
| **You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:**• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own | Staff- Always wear maskPatrons- asked to wear mask when entering unless exemption appliesSchools- Follow school orders |
| You should install screens or barriers in the workspace for additional protection where relevant. | n/a |
| You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately. | Training manual available |

**There are no additional requirements for restricted or heavily restricted industries.**

Hand sanitizer - available at entry exit gates

n/a

Equipment- spray bottle of disinfectant used on high frequented areas.

Cups brushes –cleaned after every job or between different groups

**Requirements**

**Action**

**You must frequently and regularly clean**

**and disinfect shared spaces, including**

**high**

**-**

**touch communal items such as door**

**knobs and telephones.**

**You should:**

•

Clean surfaces with appropriate cleaning

products, including detergent and disinfectant

•

Replace high

-

touch communal items with

hygienic alternatives, for example single

-

use

or contactless options, where possible to do so

•

Clean between shifts

You should display a cleaning log

in

shared spaces.

You should make soap and hand sanitiser

available for all workers and customers

throughout

the worksite and encourage

regular handwashing.

**3**

**. Practise good hygiene**

**If your industry is restricted or heavily restricted, you should also:**

Conduct an audit of cleaning schedules.

Lot 3 82 Magpie Road. Menzies Creek 3159

Immediately notify all workers/volunteers

Record keep-list of jobs and attendees

Immediately notify authorities

Isolate myself cancel future jobs

Temperature check myself and volunteers

See diary for list of past events

100% unwell workers will be sent home immediately and appropriate action taken

**4**

**. Keep records and act quickly**

**i**

**f**

**workers**

**become unwell**

**Requirements**

**Action**

You must

support

workers

to

get tested

and

stay home even if they only have

mild symptoms

.

**You must develop a business contingency**

**plan to manage any outbreaks. This**

**includes:**

•

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

•

Having a plan to identify and notify close

contacts in the event of a positive case

attending the workplace during their

infectious period

•

Having a plan in place to clean the worksite

or part) in the event of a positive case

(

•

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

•

Having a plan to immediately notify

WorkSafe Victoria on 13 23 60 if you

have identified a person with coronavirus

COVID

(

-

 at your workplace

19)

•

Having a plan in the event that you have

been instructed to close by DHHS

•

Having a plan to re

-

open your workplace

once agreed by DHHS and notify workers

they can return to work

You must

keep records of all people who

enter the workplace for contact tracing

.

You should implement a screening system

that involves temperature checking upon

entry into a workplace.

**If your industry is**

**restricted**

**or**

**heavily restricted**

**,**

**you must also:**

**Restricted Industries**

Ask workers to declare verbally before each shift

that they are free of symptoms, have not been in

contact with a confirmed case and have not been

directed to isolate.

**Heavily Restricted Industries**

Ask staff to declare in writing or electronically

before each shift that they are free of symptoms,

have not been in contact with a confirmed case

and have not been directed to isolate.

100% will

Record

### 5. Avoid interactions in enclosed spaces

|  |  |
| --- | --- |
| **Requirements** | **Action** |
| **You should reduce the amount of time workers are spending in enclosed spaces. This could include**:* Enabling working in outdoor environments
* Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
* Enhancing airflow by opening windows and doors
* Optimising fresh air flow in air conditioning systems
 | Contactless farms currently availableOutdoor work only  |

**There are no additional requirements for restricted or heavily restricted industries.**

### 6. Create workforce bubbles

|  |  |
| --- | --- |
| **Requirements** | **Action** |
| 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. | n/a only 1 staff per event |
| You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts. | n/a  |

**If your industry is restricted or heavily restricted, you must also:**

Limit or cease the number

of

workers

working

across multiple work sites.

Maintain records of all workers who have disclosed

that they are working for different employers across

more than one work premises.


# COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan.

For further information go to vic.gov.au.

**1**

**. Ensure physical distancing**

**Requirements**

**Action**

**(**

**examples**

**)**

**You must ensure workers and visitors**

**are 1.5**

**metres**

**apart as much as possible.**

**This can be done by:**

•

Displaying signs to show patron limits

at the entrance of enclosed areas where

limits apply

•

Informing workers to work from home

wherever possible

**You may also consider:**

•

Minimising the build

-

up of people waiting

to enter and exit the workplace

•

Using floor markings to provide minimum

physical distancing guides

•

Reviewing delivery protocols to limit contact

between delivery drivers and workers

•

Identify areas that require floor marking,

such as lifts, kitchen areas, printer

collection areas

•

Allocate different doors for entry and exit

•

Use an entry and exit system to the site that

is as contactless as possible and quick to

enter and exit

•

Use floor markings to provide minimum physical

distancing guides at entrances and exits

•

Establish contactless delivery or invoicing.

•

Display signage for delivery drivers.

•

Identify designated drop off areas.

•

Outlining the maximum occupancy of areas that

are open to the general public, and information

about signage

**You must apply density quotient to configure**

**shared work areas and publicly accessible**

**spaces to ensure that:**

•

There is no more than one worker per four

square meters of enclosed workspace

•

There is no more than one member of the

public per four square meters of publicly

available space indoors

•

Rearrange, remove or cordon off furniture

in common areas to ensure physical distancing,

stagger seating so workers are not facing one

another on break

•

Comply with relevant density quotient and

signage requirements in the Workplace

Directions

**You should provide training to workers on**

**physical distancing expectations while working**

**and socialising. This should include:**

•

Informing workers to follow current public health

directions when carpooling. This can be found at

vic.gov.au

•

Develop and educate workers on strategies

and work practice changes to maintain

physical distancing

•

Reinforce messaging to workers that physical

distancing needs to be maintained during work

and during social interactions

•

Educating workers on hand and cough hygiene,

including how to wash and sanitise their

hands correctly

•

Reinforcing the importance of not attending work

if unwell

•

Ensuring appropriate information on the use

of face coverings and PPE

•

Ensure compliance with restrictions if in

Metropolitan Melbourne about industry closure

and Permitted Worker Permits

•

Identify the roles that are required to be

performed from home or can be adapted

to be performed from home

•

Adapt working arrangements to enable working

from home

•

Regularly assess workers in attendance at the

workplace to determine whether they are

required to be there


## 1. Ensure physical distancing (continued)

**If your industry is restricted or heavily restricted, you must also:**

Reduce workers levels in accordance

with industry directions.

Limit number of patrons in accordance

with industry directions.

Have no carpooling.

**Heavily Restricted Industries Only**

Have workers only attend work if permitted.

Workers in permitted work premises must work

from home, if they can.

n/a

Inform volenteers

Watch tutorials on correct use of face coverings

Provide face coverings

**. Wear a face covering**

**2**

**Requirements**

**Action**

**(**

**examples**

**)**

**You must ensure all workers and**

**visitors**

**entering the worksite wear a face covering**

**as per public health advice. This includes:**

•

Providing adequate face coverings and

Personal Protective Equipment (PPE)

to workers that do not have their own

•

A face covering includes a fitted face mask,

of at least two plies, that covers the nose

and mouth to provide the wearer protection

against infection. Face shields on their own

do not meet these requirements

•

Identifying

face coverings

and PPE required

for the workplace and describe when

and

how

they need to be worn

•

Monitoring use of face coverings in all workers,

unless a lawful exception applies

You should install screens or barriers

in the workspace for additional protection

where relevant.

You should provide training, instruction and

guidance on how to correctly fit, use and dispose

of PPE.

You should inform workers that cloth masks should

be washed each day after use. However, if during

the day the mask is visibly dirty or wet, the mask

needs to be washed immediately.

**There are no additional requirements for restricted or heavily restricted industries.**

### 3. Practise good hygiene

**Requirements Action (examples)**

|  |  |  |
| --- | --- | --- |
| **You must frequently and regularly clean and disinfect shared spaces, including hightouch communal items such as door knobs and telephones.** **You should:*** Clean surfaces with appropriate cleaning products, including detergent and disinfectant
* Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
* Clean between shifts
 | ••••• | Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)Provide information about workplace cleaning schedule and how to use cleaning productsIdentify which products are required for thorough cleaningMonitor supplies of cleaning products and regularly restockSwapping shared coffee and condiments for single serve sachets |
|  | • | Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers |
|  | • | Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment |
|  | • | Provide workers with their own personal equipment, labelled with their name  |
| You should display a cleaning log in shared spaces. |  |  |
| You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing. | •• | Location of hand sanitiser stations throughout the worksiteEnsuring rubbish bins are available to dispose of paper towels |
|  | • | Ensuring adequate supplies of soap and sanitiser |
|  | • | Ensuring workers have information on how to wash and sanitise their hands correctly |

**If your industry is restricted or heavily restricted, you should also:**

Conduct an audit of cleaning schedules.

### 4. Keep records and act quickly if workers become unwell

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |

|  |  |
| --- | --- |
| **Requirements** | **Action (examples)** |
| You must support workers to get tested and stay home even if they only have mild symptoms. | • Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case |
| **You must develop a business contingency plan to manage any outbreaks. This includes:*** 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
* Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
* Having a plan in place to clean the worksite

(or part) in the event of a positive case* 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
* 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* Having a plan in the event that you have been instructed to close by DHHS
* Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work
 | * Establish a process for notifying workers and close contacts about a positive case in the workplace.
* Establish a cleaning process in the event of a positive case.
* Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
* Establish a process for confirming a worker

(with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite* Establish a process for notifying Worksafe that the site is reopening

Follow recommended contingency plan emplaced by dhhs |
| You must keep records of all people who enter the workplace for contact tracing. | * Consider implementing temperature checking
* Ask workers to complete a health questionnaire before

starting their shift* Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system
* Review processes to maintain up-to-date contact details for all workers
* Provide information on protocols for collecting and storing information
 |
| You should implement a screening system that involves temperature checking upon entry into a workplace. | Temperature check myself before events keep record in diary |

 |
|  |
|  |

### 4. Keep records and act quickly if workers become unwell (continued)

**If your industry is restricted or heavily restricted, you must also:**

**Restricted Industries**

Ask workers to declare verbally before each shift

that they are free of symptoms, have not been in

contact with a confirmed case and have not been

directed to isolate.

**Heavily Restricted Industries**

Ask staff to declare in writing or electronically before

each shift that they are free of symptoms, have not

been in contact with a confirmed case and have not

been directed to isolate.

Outdoor events only

**5**

**. Avoid interactions in enclosed spaces**

**Requirements**

**Action**

**(**

**examples**

**)**

**You should r**

**educe the amount of time**

**workers**

**are spending in enclosed spaces**

**.**

**This**

**could**

**include**

:

•

Enabling

working in outdoor environments

•

Moving as much activity outside as possible,

including serving customers, meetings,

tearooms

,

lunchbreaks

and locker rooms

•

Enhancing airflow by opening windows

and doors

•

Optimising fresh air flow in

air conditioning systems

Making sure that windows and air conditioning

are set for optimum air flow at the start of each

workday or shift

**There are no additional requirements for restricted or heavily restricted industries.**

n/a

**Requirements**

**Action**

**(**

**examples**

**)**

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.

•

Communicate to workers so they understand

they cannot work across multiple sites

•

Adjust rosters and develop procedures

to ensure workers do not work across

multiple sites

•

Stagger start and finish times, shifts and break

times, to reduce use of common areas at the

same time

•

Encourage workers to minimise time in shared

facilities when taking breaks

•

Ensure groups of workers do not mix across

different shifts

You should maintain records of all workers

who have disclosed that they reside with another

worker and ensure that there is no cross

-

over

between shifts.

**6**

**. Create workforce bubbles**

**If your industry is restricted or heavily restricted, you must also:**

Limit or cease the number

of

workers

working

across multiple work sites.

Maintain records of all workers who have disclosed

that they are working for different employers across

more than one work premises.

