How to develop or review your COVIDSafe Plan

About this template

This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

To comply with public health directions

- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities

! This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Hobsons Bay City Counil - Venues Unit

Address: 115 Civic Parade. Altona

Plan completed by: Garth Sheridan

Job title: Venue Operations Officer

Date reviewed: 24/11/2021

Next review: 24/12/21

1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this? • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business	Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks *Example: Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.* Publicly accessible doors to remain closed except for during event opening times (office staff to work from home on event days Staff kitchen only to be used by staff Density limits not required under current OPR Roser to Minimise office staff on site together to reduce numbers needing shared spaces simultaneously Offices setup to facilitate 1.5m distancing Technical operations setup to facilitate 1.5m distancing Doors to remain closed where possible and council staff to monitor entrances, exits and provide COVID check in marshal where appropriate	*Example: Office Manager* VC, VOO
You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?	Consider: staff rostering, workforce bubbles, staggered start and finish times. *Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* Current directions do not require restrictions on numbers Office staff encouraged to work from home unless there is an operation need	*Example: Duty Manager* VC, HR

1. Physical distancing (Continued)

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	Consider: signage, floor marking, entry/exits management, delivery protocols, repurposing rooms and spaces. *Example: Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce congregation of workers.* Minimise office staff on site together to reduce numbers needing shared spaces simultaneously Offices setup to facilitate 1.5m distancing Technical operations setup to facilitate 1.5m distancing Doors to remain closed where possible and council staff to monitor entrances, exits and provide COVID check in marshal where appropriate	*Example: Team Leader* VC, VOO, HK
You should give training to workers on physical distancing while working and socialising. How will you do this?	Consider: physical distancing, carpooling, social interaction, hand/cough hygiene, sick days, face masks. *Example: Inform workers to follow current public health directions when carpooling.* Staff shared links to governemnt website and guidelines Staff to follow current government guidelines when in car together if needed Staff encouraged to wear masks while public are in the facility Staff to receive Council updates	*Example: Site Manager* VOO, VC, HR

2. Face masks

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: coronavirus.vic.gov.au/face-masks	Consider: mask supplies and provision, signage, training/guidance for correct fit, use and disposal of PPE; daily washing of reusable face masks. *Example: Monitoring use of face coverings for workers, unless a lawful exception applies.* Staff encouraged to wear facemask whenever public are in the facility Staff, contractors and volunteers operatin in a hospitality or retail capacity, including front of house, ticketing, box office, merchandising, stall holders must wear Masks must be worn on site during medical or public health events (immunisation, blood bank etc) Staff encourage to wear facemasks during setup when unable to maintain 1.5m distancing, for example when doing two person lifts Disposable masks provided, staff encouraged to wash reusable masks daily Patrons encouraged to wear face masks when unable to maintain 1.5m, for example when seated for a performance	*Example: Team Leader* VC, VOO, HK
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	Consider: signage, training/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability. *Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn.* Training provided to staff on correct PPE usage Masks not to be worn when it compromises other safety	*Example: Team Leader* VOO

2. Face masks (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
If your industry is subject to additional industry obligations, you may also be required to: • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. How will you do this? For more information visit coronavirus.vic.gov.au/additional-industry-obligations	Consider: training, signage, communications, supplies. *Example: Monitor face mask requirements and communicate changes to staff.* Staff to monitor mask compliance with hirers staff Check in marshal and signage at the door and in the venue to identify mask recommendations and requirements	*Example: Site Manager* HK

3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You **must** clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this? For more information visit: coronavirus.vic.gov.au/cleaning	Consider: stock appropriate cleaning and disinfection products, cleaning during and between shifts, soap and hand sanitiser, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member *Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.* Council contract cleaners to maintain cleaning office spaces, shared space and bathrooms Venues Unit staff to clean touchpoints before and after events in addition to full venue cleans Unstaffed venues to be touchpoint cleaned before and after use by the hirer or user group as defined in their MOU Unstaffed venues to be cleaned by Venues Unit weekly Work instruction for shared micrpohones to be followed Technical operations space to be cleaned in and out by technician	*Example: Officer Manager* HK, VOO, Fac
You should display a cleaning log in shared spaces. How will you do this?	Consider: signage, location. *Example: Display a cleaning roster on the notice board of the kitchen space.* Cleaning shifts rostered Cleaning in event spaces and meeting rooms completed at start and end of use rather than tied to regular times. Cleaning logs not to be displayed as to reduce confusion	*Example: Store Manager* VOO, HK

3. Hygiene (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?	Consider: location, rubbish bins, supplies, signage. *Example: Ensure rubbish bins are available to dispose of paper towels.* Sanitiser available at all entrances and throughout the venue Soap available in all bathrooms Handsfree operation for all bins Signage to reinforce handwashing	*Example: Assistant Manager* HK, VSO
If your industry is subject to additional industry obligations, you may also be required to: • ensure all areas where workers are working are cleaned at least once daily • adhere to additional hygiene training requirements. For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: signage, scheduling, training, monitor supplies, shared equipment. *Example: Identify which products are required for thorough cleaning.*	*Example: Officer Manager*

4. Record keeping

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Every Victorian business (with some limited exceptions) **must** use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this? For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service	Consider: signage, IT capability, communications, staff contact details, protocols for collecting and storing information, privacy obligations, alternative record keeping methods for periods of power outage or those without mobile phones. *Example: Use the free Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.* Use Service Victoria QR codes and apps All staff trained in monitoring use of app for patrons	*Example: Office Manager* HK

4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Some venues **must** have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this? For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals	Consider: staffing requirements, training, signage, kiosk check-in, alternative record-keeping methods. *Example: Station a staff member at all public entrances to the workplace.* Check-in marshal to be provided by Council at Williamstown town hall for large events for duration of hire time Doors for meetings and small events (under 75 people) to remain closed to public except for short time before and after identified 'opening time', no public entrance outside this time Stage door at Altona Theatre to have Council provided check in marshal for rehearsal Old Laverton School hiring organisations must complete their own check-in marshals as identified in MOU prior to first booking Old Laverton School closed for private bookings, except where a Council COVID check-in marshal is hired by the client	*Example: Duty Manager* HK, VOO
You **must** encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this? For more information visit: coronavirus.vic.gov.au/vaccine	Consider: HR support, communications. *Example: Communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.* Staff to receive Council commmunications and forwarded government advice Staff provided with information about governemnt COVID relief payment Staff to be provided with access to Council COVID leave where appplicable Communicate to staff to get tested and stay at home even for mild symptoms	*Example: Manager* HR, VOO

4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this? This includes having a plan: • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. For additional resources: business.vic.gov.au/emergency-planning	Consider: HR support, communications, cleaning, contact lists, business closure/reopening. *Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.* Activate main Council plan Contact HR/ OH&S team	*Example: Area Manager* VC, HR

Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks. *Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.* HVAC to be switched on in event spaces during setup, rehearsals and events BMS set to manage fresh air intake HVAC to be on in all offices when in use	*Example: Office Manager* HK
If your industry is subject to additional industry obligations, you may also be required to: • ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. • conduct surveillance testing. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: HR support, communications, record keeping protocols. *Example: Provide workers with a health questionnaire to complete before their shift.*	*Example: Manager*

6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You **are strongly recommended to** consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?	Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts or between shifts (cross-over times), separate entrances. *Example: Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.* Roster to minimise crossover between shifts Event staff breaks to be staggered at times managed based on shift requirements	*Example: Area Manager* VOO
If your industry is subject to additional industry obligations, you may also be required to: • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts. *Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.*	*Example: Site Manager*