

COVIDSafe Plan

Guide and Checklist

Why having a COVIDSafe plan is important?

A COVIDSafe Plan helps business owners:

- Keep the workplace healthy, safe and virus-free
- Mitigate the risk of spreading the virus
- Comply with the public health directives
- Identify positive cases, or close contact and respond to an outbreak at their business

I understand it is my responsibility to have a COVIDSafe plan and make sure my employees know what to do.

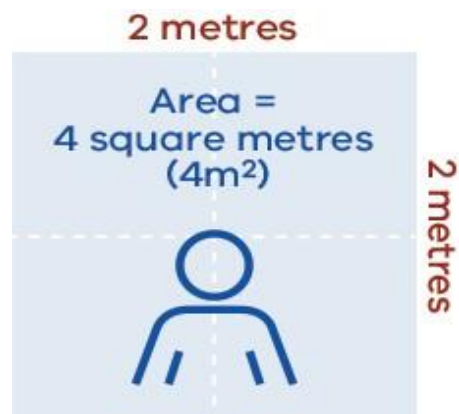
Objectives:

You can use this guide and checklist to assist in implementing COVIDSafe principles within your business

- Practise physical distancing
- Wear a face mask
- Practise good hygiene
- Keep electronic records and act quickly
- Avoid interactions in enclosed spaces
- Create workforce bubbles

Practise physical distancing

- Display signs at entry that shows the maximum number of customers permitted in the venue at one time (measure the floor space of your business, then divide this number by four)
- Use floor markings signs in a bright colour and leave minimum 1.5 between the signs.
- Avoid overcrowding in enclosed spaces
- Where possible promote one-way flow throughout the store



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- Consider using physical barriers when needed like Perspex which is effective in narrow checkout areas
- Consider barrier tape if physical barriers are not practical and place it between customers and checkout staff

Tip: Consider arrow markings on the floor to indicate the direction customers should walk through each aisle and throughout the store. The purpose of this is to avoid customers having to walk around each other or towards one another and to avoid congestion

Wear a face mask

- Workers and customers must always wear a face covering except where health or other exemptions apply
- Provide face masks and personal protective equipment (PPE) to employees if they do not have their own
- Masks should completely cover the nose and mouth
- Do not take face coverings off when serving customers or talking on the phone



Practise good hygiene

Maintaining effective hygiene includes:

- Regular handwashing
 - Cleaning and sanitising facilities and equipment
 - Maintaining strict requirements around worker health and hygiene
 - Implementing social distancing
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- Regularly clean and disinfect high touch surfaces
 - Encourage the staff to wash their hands regularly and use hand sanitizers
 - Provide hand sanitizer at the entrance for customers
 - Promote cashless payment
 - Monitor supplies of cleaning products and regularly restock

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Keep electronic records and act quickly

Keeping records:

- Register for the free Victorian Government QR Code Service
- Ask workers to complete a health questionnaire before starting their shift
- Support workers to stay home and get tested if they have any symptoms

To help with contact tracing:

- Have staff download the Service Victoria App and make sure they check in each day
- Ensure all visitors check in with Service Victoria App
- Provide a pen and paper to record visitor details when the app is not available
- Keep a staff roster for contact tracing

Have a plan in place to immediately close for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19):

- Have 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
- Notify Worksafe Victoria on 13 23 60
- Notify Department of Health and seek advice 1800 675 398

If your premises is named as an exposure site you will need to follow instructions from the Department of Health, which will include:

- Providing a list of all staff that worked at your business, including their names, contact phone numbers and start and finish time of their shifts
 - Staff that have worked during exposure will need to get COVID19 tested immediately and quarantine for 14 days – the Department of Health will advise when isolation periods are completed.
 - You will need to arrange a deep clean as per the Department of Health Guidelines
 - Have a process for notifying workers and close contacts about a positive case in the workplace
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- Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work

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Avoid interactions in enclosed spaces

- Try to move most of the activity outside and promote working outdoors if plausible
- Enhancing airflow by opening doors and windows
- Optimising fresh air flow in air conditioning systems

Create workforce bubbles

- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Adjust rosters to ensure workers do not work across multiple sites
- Keep records of all workers who live in a shared facility and ensure that there is no cross-over between shifts.

Further requirements

COVID Check-in Marshals and COVID Marshals play important roles which ensure workplaces are COVIDSafe, protecting workers and members of the community

- I have nominated a COVID Check-in Marshal and understand their responsibilities (if applicable)
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Further information

- Visit www.mornpen.vic.gov.au/COVIDSafe for more resources and to get in touch with a COVID Education Officer
- If you suspect you may have COVID-19, call the dedicated hotline – open 24 hours, 7 days.
- 24/7 Coronavirus Hotline – 1800 675 398
- Keep up to date with public exposure sites: www.coronavirus.vic.gov.au/exposure-sites
- [COVID Check-in Marshals and COVID Marshals | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/covid-check-in-marshals-and-covid-marshals)
- COVIDSafe workplaces: <https://www.coronavirus.vic.gov.au/covidsafe-workplaces>
- COVIDSafe Retail Support Service: <https://www.retail.org.au/be-covidsafe>
- Translated information about COVID-19: <https://www.coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19>
- Signs, posters and templates for your workplace: <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>