

# Your

# COVIDSafe

# Plan

---

Book your COVID-19 vaccination at  
**[coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine)**

## 1. Does your workplace have a COVIDSafe Plan?

A COVIDSafe Plan is a list of health and safety actions. It is an important part of your occupational health and safety obligations and is required under the Victorian Government's Pandemic Orders. Every Victorian business with on-site operations must have a COVIDSafe Plan for each workplace and provide it to an Authorised Officer (AO) upon request. A copy of the plan must be kept at each workplace. Your plan describes how you will keep your workers and customers safe. It also helps you prepare for a case of COVID-19 in the workplace.

## 2. Is your workplace COVIDSafe?

Your business must:

- document in your COVIDSafe Plan how you will manage a COVID-19 case in your workplace
- keep a record of when you sighted the vaccination status of your workers
- document how you will check the vaccination status of customers where required
- ensure workers and customers wear face masks when required
- use the Victorian Government QR Code Service if it is required for your premises (with limited exceptions when required) and ask workers and customers to check-in. Visit [coronavirus.vic.gov.au/checking-in-qr-codes](https://coronavirus.vic.gov.au/checking-in-qr-codes).

Guidance is available at [coronavirus.vic.gov.au/sector-guidance](https://coronavirus.vic.gov.au/sector-guidance). This includes answers to Frequently Asked Questions about how COVIDSafe Settings affect your business.

## 3. What else can you do to reduce the risk of COVID-19 at your workplace?

Reduce the risk of COVID-19 transmission at your workplace by:

- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face
- making hand sanitiser available
- increasing airflow and reducing the recirculation of air.

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

Your employees must comply with the COVIDSafe Plan, so it's important they understand it. Ask for their input, including your Health and Safety representatives, and provide training. Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

## 5. Can an Authorised Officer request your COVIDSafe Plan?

Authorised Officers (AOs) from across Victorian Government departments and agencies conduct regular inspections of businesses to ensure they are following required COVIDSafe Settings. AOs may request to see you have a COVIDSafe Plan at each workplace and that you have implemented all requirements. You must make changes to your COVIDSafe Plan if an AO directs you to. Non-compliance may result in court action and penalties.

## 6. How can you help everyone to do the right thing?

Signs, posters and templates for your business are available at [coronavirus.vic.gov.au/signs-posters-and-templates](https://coronavirus.vic.gov.au/signs-posters-and-templates)

Translated COVIDSafe Plan templates are available at [coronavirus.vic.gov.au/covidsafe-plan#covidsafe-plan-in-languages-other-than-english](https://coronavirus.vic.gov.au/covidsafe-plan#covidsafe-plan-in-languages-other-than-english).

Translated information is also available via the **Business Victoria Hotline 13 22 15**.

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

---

Business name..... Trading name .....

ABN/ACN ..... QR code/s for this site.....

Contact person ..... Contact number .....

Address .....

Date reviewed ..... Next review.....

#### Employer acknowledgement of responsibilities and obligations under the Pandemic Orders:

Name ..... Signature .....

Job title ..... Date .....

## Document how you will manage a COVID-19 case at your business

Requirements	Action (add your responses)
Workers must get tested at the first sign of symptoms. A worker who has tested positive for COVID-19 and has worked in the work premise during their infectious period, must follow the advice at <a href="https://coronavirus.vic.gov.au/checklist-cases">coronavirus.vic.gov.au/checklist-cases</a> When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do at <a href="https://coronavirus.vic.gov.au/case-workplace">coronavirus.vic.gov.au/case-workplace</a> If you need help with any of the steps, call the <b>Department of Health on 1300 651 160</b> .	Do your workers know to get tested and isolate at the first sign of symptoms? _____ Who will identify workplace contacts? _____ Who will notify workplace contacts and advise on actions to follow? _____ Who will notify your health and safety representative? _____ Who will document the actions taken? _____ Who will notify the Department of Health when required? _____ What will your business do if you or your workers need to isolate?

Recommendations	Action (add your responses)
Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.	Have you rostered your workers into groups? _____ Is there an overlap of workers during shift changes?

## Make sure workers meet the vaccination requirements to work outside their home

Requirements	Action (add your responses)
To work on-site, many workers need to provide evidence to their employer that they meet the vaccination requirements or have a valid proof of medical exemption.	Who will check the vaccination status of your workers?
If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.	How will you manage the records of vaccination status?
Visit <a href="https://coronavirus.vic.gov.au/worker-vaccination-requirements">coronavirus.vic.gov.au/worker-vaccination-requirements</a> for the latest information and advice.	If your business operates across multiple sites, how will the records be managed — centrally or by location?

## Make sure customers check-in and are vaccinated if required

Requirements	Action (add your responses)
To verify if your workplace requires check-in via the Victorian Government QR Code Service, visit <a href="https://coronavirus.vic.gov.au/checking-in-qr-codes">coronavirus.vic.gov.au/checking-in-qr-codes</a>	Who is responsible for checking the location of QR code posters?
Where required, businesses must display appropriate Victorian Government QR code posters at the workplace.	
<ul style="list-style-type: none"><li>– If someone cannot check themselves in, the Service Victoria Kiosk check-in service allows businesses to use their smartphone, tablet or computer to check people in.</li><li>– Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are vaccinated against COVID-19 or have a valid medical exemption.</li></ul>	Who is responsible for making sure customers have checked in (if required for your business)?
	Who is responsible for confirming customers are vaccinated?

## Record keeping

### Requirements

For information on:

- customer vaccination requirements, visit [coronavirus.vic.gov.au/sector-guidance](https://coronavirus.vic.gov.au/sector-guidance)
- how to check customer vaccination status, visit [coronavirus.vic.gov.au/checking-customers-vaccination-status](https://coronavirus.vic.gov.au/checking-customers-vaccination-status)

Some workplaces are required to keep records of worker and visitor attendance.

Visit [coronavirus.vic.gov.au/sector-guidance](https://coronavirus.vic.gov.au/sector-guidance) for the latest information and advice.

### Action (add your responses)

Describe how you will keep records of this information.

Who will keep records up to date?

## Wear face masks to reduce the risk of COVID-19 transmission

### Requirements

Ensure all workers follow the current face mask requirements.

Visit [coronavirus.vic.gov.au/face-masks-when-wear-face-mask](https://coronavirus.vic.gov.au/face-masks-when-wear-face-mask) for the latest information and advice.

Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings.

### Action (add your responses)

Do workers know the face mask requirements for your business?

Who will make sure workers understand how to wear face masks correctly and when they need to wear them?

If required, who will provide workers with face masks?

---

**Recommendations****Action** (add your responses)

Masks should be worn for up to four hours and replaced after this time.

How will you encourage workers to replace face masks regularly?

---

**Improve indoor air quality**

---

**Recommendations****Action** (add your responses)

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit [coronavirus.vic.gov.au/ventilation](https://coronavirus.vic.gov.au/ventilation) for information on how to improve ventilation systems in the workplace.

Can doors and/or windows be opened?

---

Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?

---

Do you regularly service your HVAC systems including upgrading filters?

---

Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?

## Practise physical distancing

Recommendations	Action (add your responses)
<p>It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters. Visit <a href="https://coronavirus.vic.gov.au/covidsafe-workplaces">coronavirus.vic.gov.au/covidsafe-workplaces</a> for the latest information and advice.</p>	<p>How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms?)</p>

Please ensure you check the latest guidance for your sector at [CORONAVIRUS.vic.gov.au](https://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](mailto:icc@ecodev.vic.gov.au) or call the **Business Victoria Hotline on 13 22 15**.

For help with your COVIDSafe Plan:

- visit [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)
- call the **Business Victoria Hotline on 13 22 15**. Translators are available.