

Your

COVIDSafe

Plan



Please ensure you check the latest guidance at [coronavirus.vic.gov.au](https://www.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 info@business.vic.gov.au or call the Business Victoria Hotline on **13 22 15**.

For help with your COVIDSafe Plan:

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

To receive this document in another format call 1300 650 172, using the National Relay Service 13 36 77 if required or email pandemicorderspolicy@health.vic.gov.au

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Available at [COVID-19 resources](https://www.coronavirus.vic.gov.au/covid-19-resources-to-share) <<https://www.coronavirus.vic.gov.au/covid-19-resources-to-share>> (DH 2206244)

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 the occupational health and safety obligations of every workplace and describes how you will keep your workers, members, customers and the community safe. It also helps you prepare for a case of COVID-19 in the workplace.

Whilst COVIDSafe Plans are no longer required under Victorian Pandemic Orders, they are recommended by the Department of Health.

The Department of Health recommends that all workplaces maintain either a COVIDSafe Plan, or similar policies, for managing the risks associated with COVID-19.

2 Is your workplace COVIDSafe?

Your workplace's COVIDSafe Plan, or similar policy, should address how health and safety issues arising from COVID-19 will be managed in your workplace, including:

- actions you will take to mitigate the risk of COVID-19 being introduced into the workplace, including recommendations such as ventilation, mask wearing or physical distancing.
- your processes to manage when workers have COVID-19 symptoms or test positive for COVID-19 (which can include when staff are expected to test themselves, whether staff need to report if they are a positive case and how you will respond to positive cases in the workplace).
- Most COVID-19 vaccination and booster mandates ceased at 11:59PM on 12 October 2022 and were only retained for workers in specific healthcare settings under Secretary Directions issued on 13 October 2022.
- Although vaccination and booster mandates are no longer in place for workers who are not captured under the Secretary Directions, the Department of Health recommends that all Victorians remain up to date with their COVID-19 vaccinations, particularly those who work in sensitive settings. Businesses and industry not captured under the Secretary Directions may continue to implement their own vaccination requirements which exceed government requirements, within a COVIDSafe Plan or equivalent workplace policy.

Further information about keeping workplaces COVIDSafe is available at:

<https://www.coronavirus.vic.gov.au/business-and-work>.

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 remain up to date with their COVID-19 vaccinations
- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face, indoors and when they cannot maintain physical distancing
- encouraging workers to stay home if they are unwell and get tested if they are symptomatic
- having environmental hygiene procedures in place such as cleaning/disinfection and making hand sanitiser available
- increasing airflow and reducing the recirculation of air

Further public health recommendations in relation to COVID-19 are available at:

<https://www.health.vic.gov.au/post-pandemic-declaration-public-advice-on-covid-19>.

4 Do your workers know your COVIDSafe Plan?

Workers should 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 Where can you access further information and support?

Assistance and support is available.

Businesses can find further information about managing the risk of COVID-19 in the workplace by:

- Visiting the Victorian Government Website at <https://www.coronavirus.vic.gov.au/business-and-work>
- Contacting the Business Victoria Hotline at **13 22 15**.

Businesses, particularly those operating in sensitive settings, should report outbreaks of COVID-19 to the Department of Health, so that Local Public Health Units can provide support managing the outbreak. This can be done online at:

<https://dhvicgovau.powerappsportals.com/outbreak-notification/>.

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

Organisation name

Trading name

ABN/ACN

Contact person

Contact number

Address

.....

Date reviewed **Next review**

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

Recommendations

Testing enables early identification of cases of COVID-19 and supports immediate isolation to limit the ongoing transmission of COVID-19.

Workers who return a positive COVID-19 test result should:

- Isolate for at least 5 days, and until symptoms resolve.
- Notify people and places they have recently been in contact with, including their workplace, school, and household members.
- If they return a positive **Rapid Antigen Test**, report their result to the Department of Health online, or by calling **1800 675 398**.
- Discuss with their workplace when they should return to work.

Workers who are close contacts should undertake regular tests in the 7 days following their last contact with a person who has COVID-19. If they test positive, they should follow recommendations for positive COVID-19 cases above.

Workers with symptoms of COVID-19 should undertake a test for COVID-19 and remain isolated at home until they receive a negative test result. If they test positive, they should follow recommendations for positive COVID-19 cases above.

Workers who receive a positive COVID-19 test result or have symptoms of COVID-19 should not visit or work at a sensitive setting for at least 7 days. Close contacts should avoid visiting sensitive settings for at least 7 days and should be asymptomatic and follow testing recommendations if they return to work in sensitive settings during this period. Anyone attending a sensitive setting should undertake a COVID-19 test before doing so.

Businesses, particularly those operating in sensitive settings, should report outbreaks of COVID-19 to the Department of Health, so that Local Public Health Units can provide support managing the outbreak. This can be done online at: <https://dhvicgovau.powerappsportals.com/outbreak-notification/>.

Visit coronavirus.vic.gov.au/testing, coronavirus.vic.gov.au/checklist-cases and coronavirus.vic.gov.au/checklist-contacts for further information.

Action (add your responses)

Do your workers know to get tested and isolate at the first sign of COVID-19 symptoms?	
What will your workplace do if you or your workers need to isolate?	
Who will notify workers if there has been a confirmed case on the work premises?	
Who will notify your health and safety representative?	
Who will notify the Department of Health in the event of an outbreak?	

Consider how vaccinations can make your workplace safe

Requirements

Limited vaccination and booster mandates have been retained under Secretary Directions issued on 13 October 2022. These mandates only apply to workers in the following limited healthcare settings – hospitals, public health services, residential aged care services operated by public health services, day procedure centres, ambulance services and patient transport services.

Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

Recommendations

Consider whether having a vaccination policy can continue to keep your workers safe from serious illness.

It is recommended that all Victorians remain up to date with their COVID-19 vaccinations, particularly those who work in an essential service industry or sensitive setting.

Action (add your responses)

Is there a requirement, or policy within your workplace, to sight and record the vaccination status of your workers? If so:

Who will check the vaccination status of your workers?	
How will you manage the records of vaccination status?	
If your workplace operates across multiple sites, how will the records be managed — centrally or by location?	

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

Recommendations

Wearing a high-quality, well-fitted face mask lowers a person's chance of catching and spreading COVID-19.

Face masks are strongly recommended for:

- staff and visitors attending sensitive settings
- people who have COVID-19, for at least 7 days after receiving a positive COVID-19 test result, if they need to leave their home, if indoors, or if unable to physically distance
- people who are a close contact of someone who has COVID-19 for at least 7 days, if they need to leave their home, if indoors, or if unable to physically distance
- people who have symptoms of COVID-19
- people who are at a higher risk of adverse outcomes to COVID-19, or in the company of someone who may be at a higher risk of adverse outcomes to COVID-19.

Visit coronavirus.vic.gov.au/face-masks for further information.

Action (add your responses)

Do workers know the face mask policy for your workplace?	
Who will make sure workers understand how to wear face masks correctly and when they should wear them?	
Will your workplace provide workers with face masks?	

Improve indoor air quality

Recommendations

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 for information on how to improve ventilation systems in the workplace.

Action (add your responses)

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?	
If air cleaners are in use, are they maintained regularly and are there policies in place to guide their use?	
If you can't improve ventilation, can you gather outside or limit the number of people gathering in a particular space?	

