

STAKEHOLDER PACK

All Victorian businesses must have a COVIDSafe Plan

KEY MESSAGES AND ASSETS

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CONTENTS

INTRODUCTION
COVIDSAFEPLAN KEY MESSAGES
WHAT YOU CAN DO TO HELP
MORE RESOURCES
FACT SHEET
COVIDSAFE PLAN TEMPLATE
SOCIAL TILES

INTRODUCTION

The Victorian Government has released [roadmaps for reopening](#) for how we live and work in both metropolitan Melbourne and regional Victoria, providing a long-term plan for our path out of restrictions and into COVID Normal.

As part of our plans to support businesses to safely reopen and get Victorians back to work, the Victorian Government has developed a [COVIDSafe Plan template](#) to reduce the risk of introduction and spread of coronavirus (COVID-19) in the workplace. Every Victorian business that is open for on-site operations must download, complete and sign a COVIDSafe Plan.

To ensure compliance, random spot checks are underway in metropolitan Melbourne and regional Victoria. If you own a business in a high-risk industry, you must have a [High Risk COVIDSafe Plan](#).

High-risk industries include poultry processing facilities, abattoirs and meat processing facilities, seafood processing facilities, supermarkets, medical supply, pharmaceutical supply and personal protective equipment supply facilities, warehousing and distribution centres, construction sites, manufacturing facilities, and wholesale facilities.

A COVIDSafe Plan is one of the ways you can help prevent and manage outbreaks of coronavirus (COVID-19) at your workplace and in your community.

Business owners in Victoria are being asked to play their part in slowing the spread of coronavirus (COVID-19) by developing a COVIDSafe Plan and adhering to other workplace requirements. Please share this messaging with your stakeholders and encourage them to communicate the important need for businesses to have a COVIDSafe Plan in place.

The Victorian Government has provided a range of resources and guidelines to support businesses to reopen safely including [signs, posters and templates](#). Please stay up-to-date on the latest advice for creating a COVIDSafe workplace.

The Victorian Government has also announced a [\\$3 billion support package](#) to help businesses survive and keep Victorians in jobs as we progress along the roadmap to COVID Normal. This includes cash grants, tax relief and cashflow support that will be delivered to Victorian businesses that have been most affected by coronavirus (COVID-19) restrictions.

COVIDSAFE PLAN KEY MESSAGES

Your COVIDSafe Plan must set out:

- Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace
- The level of face mask or personal protective equipment (PPE) required for your workforce
- How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- This plan must demonstrate how you will meet all the requirements set out by the Victorian Government. Some higher-risk industries or workplaces have additional requirements of employers and employees.

Businesses must review and update their COVIDSafe Plans routinely, especially when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

WHAT YOU CAN DO TO HELP

You can help by:

- Sharing the materials available in this stakeholder kit with Victorian businesses by email, social media or through messaging apps like WhatsApp, WeChat, Messenger and others.
- Directing people to the Victorian Government's coronavirus (COVID-19) website for current information and updates:
<https://www.coronavirus.vic.gov.au/covidsafe-plan>

MORE RESOURCES

[COVIDSafe Plan template](#) (downloadable PDF & accessible)

Workplace attendance register

[COVID workplace attendance register](#) (downloadable document)

High Risk COVIDSafe Plan

If you own a business in a high-risk industry, you must have a [High Risk COVIDSafe Plan](#). High-risk industries include poultry processing facilities, abattoirs and meat processing facilities, seafood processing facilities, supermarkets, medical supply, pharmaceutical supply and personal protective equipment supply facilities, warehousing and distribution centres, construction sites, manufacturing facilities, and w

COVID Marshals

COVID Marshals are responsible for supporting site compliance and providing advice on appropriate physical distancing, hygiene and records requirements detailed in the roadmap for reopening. COVID Marshals are mandatory for:

- abattoirs, meat processing facilities, poultry processing facilities with more than 25 workers
- seafood processing facilities with more than 40 workers,
- all supermarket distribution centres,
- distribution centres for temperature-controlled perishable food products with more than 25 workers.

Free infection control training

Free, short, accredited training is available to help staff identify and manage the ongoing risk of coronavirus (COVID-19) infections in the workplace. [Free infection control training](#) helps businesses prepare to safely reopen and ensure their customers and workforce are protected.

FACT SHEET

Every Victorian business that is open must have a COVIDSafe Plan. This will help protect your workers, customers and visitors.

Your COVIDSafe Plan will detail the actions you will take to help prevent the introduction of coronavirus (COVID-19) in your workplace.

Victorian Government Authorised Officers are closely monitoring and inspecting businesses to ensure they are following their COVIDSafe Plans. There are significant penalties, including fines and prohibition notices, for businesses that fail to follow these directions.

FACT SHEET



Ensure physical distancing - You Must

- Ensure workers and visitors are 1.5 metres apart as much as possible
- Display signs to show patron limits at the entrance of enclosed areas where limits apply
- Ensure employees work from home wherever possible
- Apply the **four-square-metre rule** to configure shared work areas and publicly accessible spaces



Wear a face mask - You Must

- Ensure all workers and visitors entering the worksite wear a **face mask** as per public health advice
- Provide adequate face masks and Personal Protective Equipment (PPE) to workers who do not have their own



Practice good hygiene - You Must

- Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones
- Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing

FACT SHEET



Keep records and act quickly - You Must

- Support workers to get tested and stay home even if they only have mild symptoms
- Develop a business contingency plan to manage any outbreaks
- Keep records of all people who enter the workplace** for contact tracing



Avoid interactions in enclosed spaces - You Should

- Move as much activity outside as possible, including meetings, tearooms, lunchbreaks, locker rooms, and serving customers
- Enhance airflow by opening windows and doors



Create workforce bubbles - 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

For more information on preventing work place infections visit:
<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19>

COVIDSAFE PLAN TEMPLATE

All Victorian businesses now require a COVIDSafe Plan, [download your template here](#).

High-risk industries including poultry processing facilities, abattoirs and meat processing facilities, seafood processing facilities, supermarkets, medical supply, pharmaceutical supply and personal protective equipment supply facilities, warehousing and distribution centres, construction sites, manufacturing facilities, and wholesale facilities must have [High Risk COVIDSafe Plan](#).

COVIDSafe Plan



About the COVIDSafe Plan

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.
- The COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this 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

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:

- Ensure physical distancing
- Wear a face covering
- Practise good hygiene
- Keep records and act quickly if workers become unwell
- Avoid interactions in enclosed spaces
- 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: _____

Plan completed by: _____

Date reviewed: _____

For the latest information on restrictions in Victoria, visit [vic.gov.au](#)



SOCIAL TILES

FACEBOOK

Every Victorian business must have a COVIDSafe Plan. Find out how to create a COVIDSafe Plan.

<https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace>



Does your business
need help to create
a COVIDSafe Plan?
Get started now.



SOCIAL TILES

TWITTER

Every Victorian business must have a COVIDSafe Plan. Find out how to create a COVIDSafe Plan. #COVIDSafe

<https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace>



SOCIAL TILES

INSTAGRAM

If your Victorian business is open you must now have a COVIDSafe Plan. Find out how to create your COVIDSafe Plan.

<https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace>



FOR FURTHER INFORMATION VISIT

<https://www.coronavirus.vic.gov.au/covidsafe-plan>