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

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. 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: Australian Centre for Contemporary Art (ACCA, Melbourne)

Plan completed by: Claire Richardson, Executive Director

Date reviewed: 21 January 2021

VICTORIA
State Government

1. Ensure physical distancing

Requirements	Action
You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by: • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible **You may also consider:** • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers	COVID-Safe signage including visitor registration, social distancing and mask wearing (as per current restrictions) signage at entry. Signs re: social distancing and hygiene in bathrooms. Office staff continue working from home in line with government requirements.
You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that: • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors	Public and staff areas set up to ensure physical distancing and density quotients. Signage throughout the buildings notes the maximum number of people allowed in specific spaces.
You should provide training to workers on physical distancing expectations while working and socialising. This should include: • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au	Detailed COVID-safe plan and regular updates shared with all staff. Visitor Experience casuals have received an OHS briefing prior to re-opening. OHS Committee to continue to monitor.

If your industry is <u>restricted</u> or <u>heavily restricted</u>, you must also:

Reduce workers levels in accordance with industry directions.

Limit number of patrons in accordance with industry directions.

Have no carpooling.

Heavily Restricted Industries Only
Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.

ORIA
State
Government

2. Wear a face covering

Requirements	Action
You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes: • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own	Signage at public and staff entries and exits, information provided via public and staff communications as per current restrictions. PPE including masks provided for visitors and staff.
You should install screens or barriers in the workspace for additional protection where relevant.	Screen installed at front desk
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.	Detailed COVID-safe plan includes instructions and has been circulated to all staff. Signage in place as per restrictions, including reminder on appropriate use of PPE and hygiene.

There are no additional requirements for <u>restricted</u> or <u>heavily restricted</u> industries.

VICTORIA
State
Government

3. Practise good hygiene

Requirements	Action
⚠ **You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.** **You should:** • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts	Increased building cleaning and disinfecting including specific high touch point cleaning for public and staff areas. Disinfectant wipes provided to staff. Staff avoid sharing communal items where possible. Any shared items are cleaned between uses. Further detail provided in Detailed Covid - safe plan
⚠ You should display a cleaning log in shared spaces.	Cleaning log displayed at front of house desk
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	Adequate supply of hand soap and hand sanitiser available in public and staff areas.

If your industry is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.

VICTORIA
State Government

4. Keep records and act quickly if workers become unwell

Requirements	Action
⚠️ You must support workers to get tested and stay home even if they only have mild symptoms.	Staff receive regular updates and reminders to stay home and get tested if presenting symptoms, visited a 'COVID hotspot' or have received instruction to do so by DHHS
⚠️ **You must develop a business contingency plan to manage any outbreaks. This includes:** • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work	Updated Business Continuity Plans. Responding to COVID-19 Procedures developed and circulated to all staff as outlined in detailed COVID-19 Safe Plan
You must keep records of all people who enter the workplace for contact tracing.	All visitors incl. staff register via QR code at entry. Rosters also maintained
You should implement a screening system that involves temperature checking upon entry into a workplace.	As above, anyone with symptoms are required to stay home and get tested. Touch thermometer also on site

⚠️ **If your industry is <u>restricted</u> or <u>heavily restricted</u>, you must also:**

⚠️ **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

⚠️ **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

VICTORIA
State Government

5. Avoid interactions in enclosed spaces

Requirements	Action
You should reduce the amount of time workers are spending in enclosed spaces. This could include: • Enabling working in outdoor environments • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems	Appropriate air flow and air filters as per Australian Standards. Staff are physically distanced and workstations to not face one an other. Staff encouraged to take breaks outside.

There are no additional requirements for <u>restricted</u> or <u>heavily restricted</u> industries.

VICTORIA
State
Government

6. Create workforce bubbles

Requirements	Action
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.	ACCA is a single site venue. Office staff are encouraged to continue to work from home to avoid cross over
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	Records and rosters of staff working onsite are kept as outlined above.

If your industry is restricted or heavily restricted, you must also:

⚠️ Limit or cease the number of workers working across multiple work sites.

⚠️ Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

VICTORIA State Government