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| COVID Safe plan  |
| Example template only – this document is only an example. You must complete your organisation’s plan accurately. |

**Our COVID Safe Plan**

Business name: Acme

Site location: 100 Acme St., Acmeville, Vic. 3003

Contact person: Adam Acme

Contact person phone: 03 9320 0000 / 0417 223 369

Date prepared: 6 August 2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the workcsite and ensure adequate supplies of hand soap and paper towels are available for staff.  | *Hand sanitiser stations in place at the entrance to each location and at various places within. All rest rooms are provided with soap and paper handtowels. Sufficient stocks of these materials are available at each site and replenished when necessary.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | *We have arranged for a minimum of staff to attend the office so that the risk of airflow contamination is minimised. Our premises provide significant airflow and follow strict environmental conditions (in excess of normal office environments).* |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.  | *We have arranged for a minimum of staff to attend the workplace so that the risk of airborne contamination is minimised.**Staff wear facemasks en route to/from work.* *All staff wear face masks while at work.* *Visitors are required to wear masks. Visitors are provided with masks if required.* *Disposable face masks are provided to staff. Some staff choose to supply their own reusable face masks.* *Other forms of PPE are available if needed.* |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | *All staff have been provided with training in the correct use and disposal of face masks and good hygiene practices.* |
| Replace high-touch communal items with alternatives. | *Where possible this has been done, e.g. we use disposable hand towels and tea-towels. Supplies of disposable cutlery and crockery have been purchased to be used if there is an outbreak.* |

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| **Cleaning** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | *Cleaning is conducted by staff who attend the office and also we have professional cleaners who conduct comprehensive cleaning on a weekly basis. We have a minimum number of staff attending the office in order to minimise the risk of cross contamination.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *Adequate supplies of cleaning products have been secured.* |

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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can work from home, do work from home.**  | *The majority of staff have worked from home since March 2020.**Only essential personnel attend company premises.* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | *All staff and visitors attending the sites are temperature tested and complete a signed declaration covering COVID-19 conditions at the beginning of each shift. Staff are restricted to only working at one of our sites.* |
| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**  | *Visitors are not permitted to enter our office unless they have received prior authorisation and provide a health declaration, which is then subject to approval by the Managing Director.* *All staff and visitors attending the sites are temperature tested and complete a signed declaration covering COVID-19 conditions at the beginning of each shift.* |
| **Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.** | *Staff practice social distancing in respect of their work space.*  |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | *This has been put in place where relevant.* |
| **Modify the alignment of workstations so that employees do not face one another.** | *Not applicable at Acme / This has been set up.* |
| **Minimise the build up of employees waiting to enter and exit the workplace.** | *Not an issue at Acme due to most staff working from home.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | All staff have completed online modules on COVID-19 related preventative measures and have been provided with related instructional materials. |
| Review delivery protocols to limit contact between delivery drivers and staff. | *Delivery drivers are not permitted to enter the building. Goods are deposited outside the glass door, at the entrance. Our staff do not sign delivery paperwork or touch data terminals. Staff are instructed to use sanitisers and gloves when handling packages.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | *Not applicable.* |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | *Not relevant to Acme.* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** |
| **Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.**  | *All staff and visitors are required to provide pre-register email or online form notification prior to attending, which includes a declaration covering COVID-19 conditions. Staff are required to lodge the application again each day prior to coming to work.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | *Staff are aware of how to report any OH&S incidents or concerns.* |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case**  |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | *In most cases Acme has alternate staff available to replace staff who may be potentially affected. If it transpires that staff are not available then the service and the physical area will be closed until it can be safely re-opened.* |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | *Acme is committed to assisting DHHS if requested.* |
| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | *Our company would identify any area that is at risk. We have forensic deep cleaning services available if required.* |
| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | *If there is any incident which indicates a suspicion of an infection, then the person concerned and the whole company would be advised of the fact. Testing and isolation will be required for the person concerned and also for any other persons who may be at risk.* |
| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | *We would install signage, also to notify all employees, WorkSafe Victoria and any other persons who may visit the designated area.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | *This has been noted.* |
| **Confirm that your workplace can safely re-open and workers can return to work.** | *In the event of a suspected or confirmed COVID-19 case on site, the potentially contaminated area of the site would be closed off until such time as a deep forensic cleaning of the area has been completed. Only once cleaning has been completed would the area be re-opened, with communication provided to staff and any other persons who may potentially visit the area.**If any staff have been exposed to the suspected / closed work area they will be directed not to return to the workplace (and required to continue to isolate at home) until such time as they receive medical clearance / testing results which would then allow them to return to work.* |

Signed

Adam Acme

Name Adam Acme

Date 6 August 2020

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.