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**COVID SAFE WORK PLAN TEMPLATE**

This template has been developed in response to the global coronavirus COVID-19 pandemic. It aims to guide your organisations’ response to COVID-19 to keep staff, volunteers and clients safe. Tips on how to complete this plan are available at the end of the template.

The COVID Safe Work Plan is intended to assist organisations to safely run activities under the applicable *Stay at Home Directions* and [*Restricted Activity Directions*](https://www.dhhs.vic.gov.au/state-emergency) issued by the Victorian Chief Health Officer (collectively, the **‘**Directions’) and allows each organisation to consider their activities and the environment in which activities take place. Safe Work Australia has provided guidance for workplaces on COVID-19, which can be accessed [here](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces).

Organisations will be responsible for developing and enforcing their COVID Safe Work Plans.

Responses must:

* Align with the Directions
* Account for the current permitted level of activity in your plan, and identify how your plan will respond to changes
* Ensure that activity does not compromise the health of individuals or the community

**Important note: Plans should be updated in line with any updates from the Victorian Chief Health Officer Restricted Activity Directions.**

**Once you have completed your Plan, share it with your staff / volunteers.**

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| COVID SAFE WORK PLAN TEMPLATE |

# Organisation details

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| --- | --- |
| Organisation name |  |
| Type of organisation |  |
| Address |  |
| ABN |  |
| Contact person |  |
| Phone number |  |

# Outline your covid safe work plan under the following headings:

1. **Hygiene**

A pre-emptive low-cost intervention like enhanced hygiene measures is key to reducing the transmission of coronavirus (COVID-19). Examples of personal hygiene measures that should be promoted include handwashing and covering mouth and nose with a tissue or sleeve during coughing/sneezing. Advice on cleaning is available from the [Department of Health and Human Services](https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19) and the [Commonwealth Department of Health](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf).

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| What infection control measures will you introduce to ensure all staff and volunteers are maintaining **personal** hygiene? |
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| How will personal hygiene and cleaning of **facilities and equipment** **be maintained** to minimise transmission of coronavirus (COVID-19)? |
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**1.2 Have you increased regular cleaning schedules for common use areas? Yes/No**

1. **Physical contact environment**

Physical distancing decreases the risk of transmission by reducing incidence of contact with other persons through shaking hands, hugging or tackling. The Stay at Home Directions require that participants take reasonable steps to maintain 1.5m distance from all other people.

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| For activities that contain physical contact, or close interaction with other people, what protocols or modifications to activities can be implemented to ensure physical distancing is maintained? |
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1. **Arrival and departure of staff, volunteers and visitors**

Physical distancing decreases the risk of transmission by reducing incidence of contact between people. [Th](https://www.dhhs.vic.gov.au/state-emergency)e Stay at Home Directions currently limit gatherings of groups of people to reduce the risk of people spreading coronavirus (COVID-19). The control of facilities and management of areas where people might gather will reduce the risk of coronavirus (COVID-19) transmission.

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| What measures have you put in place for managing entry and exit points, separating assembly areas, adjustments to activity timings and maintaining physical distancing of people? e.g. social distancing markers |
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1. **Sharing equipment**

In combination with good hygiene practices, a similar pre-emptive measure is to promote behaviours such as not sharing drink bottles, cutlery, and limiting the shared use of equipment. Equipment that touches the head or face or cannot be effectively cleaned (for example, if made from soft materials or clothing) should not be shared.

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| What modifications can be made to ensure there is no transmission of coronavirus (COVID-19) through the sharing of equipment, contact with equipment and/or contact with any surfaces where people may be at risk of infection? |
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1. **Contact Tracing**

How will you meet contact tracing requirements should a COVID outbreak occur. Workforce bubbles could be created to limit the number of staff who have prolonged and close contact with each other.

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| How will you ensure that attendance registers are monitored and stored? Do you have a separate register for visitors? |
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1. **Protocols**

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| What protocols or processes will be in place to ensure staff and volunteers are free of coronavirus (COVID-19) symptoms? |
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| What protocols do you have in place for people who present with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)? |
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| How will you coordinate and communicate any changes to the Directions to your staff, volunteers and other stakeholders? |
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1. **Communication**

Communicating coronavirus (COVID-19) risk mitigation strategies is vital. Setting and promoting expectations for required behaviours prior to recommencing activities will be crucial to ensuring activities are safe to return to and remain free of further restrictions. This includes communicating current restrictions, social distancing measures and other controls that are in place.

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| List the measures you will use to communicate and provide guidance to staff and volunteers. |
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1. **Monitoring compliance**

All COVID-19 controls require ongoing monitoring to ensure they are effectively managing the risk of transmission.

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| List the measures you will use to monitor and review the controls |
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| What strategies do you have to address non-compliance? |
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**TIPS TO CONSIDER WHEN COMPLETING THE COVID SAFE PLAN**

1. **Health & Hygiene**

This section requires you to indicate the infection control measures that you will introduce to ensure your participants, volunteers and staff are maintaining their personal hygiene.

Things to consider including in this section are:

* Policy and procedures that you may have in place to prevent the spread of infection such as:
  + Display ‘wash your hands’, ‘cover your cough and sneeze’ and ‘reduce your risk of coronavirus’ posters – these can be found at [www.dhhs.vic.gov.au/promotional-material-coronavirus-disease-covid-19](http://www.dhhs.vic.gov.au/promotional-material-coronavirus-disease-covid-19)
  + Understand your density requirements and set up your spaces to comply with physical distancing rules
  + Place soap dispensers near all water taps
  + Install hand sanitising stations and prompt your visitors to sanitise their hands regularly during activities
  + Use social distancing advisory floor stickers and posters (Please call council to support with this if required)
  + Disinfect high touch places frequently (light switches, doors and door handles, tables, rails etc.) information surrounding sanitisation: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>
  + Limit the use of shared equipment and disinfect shared equipment frequently
  + Have personal protective equipment on hand (gloves, hand sanitizer, disinfectant)
  + Create a cleaning chart to record the day, date and times that you have cleaned your equipment
  + Ask your staff and visitors not to attend the premises when they are sick
  + Provide education and resources about COVID to your volunteers and staff – this can be found at <https://www.covid-19training.gov.au/login>

1. **Physical Distancing**

You always need to comply with the current physical distancing requirements of one person per four square metres and ensure appropriate physical distancing of at least 1.5 metres between people .

* With this section of your facilities plan it is important to consider:
* Limit entry to participants only
* Put up signs / walkway arrows to instruct people on how to enter and exit the facility
* Set up attendance registers/sheets to track arrivals and departures
* Display advisory posters in areas where people could gather
* Block access to areas in your facility that will not be used

1. **Arrival and Departure of staff, volunteers and visitors**

You must maintain a register of the names and contact details of all participants, volunteers and staff visiting the facility and the time at which they enter and exit the facility.

If you have a register of attendance in place it is recommended that you check to see if the register requests the contact details of any person attending your facility. This vital contact information may be required in the event of a confirmed COVID-19 case at your facility or post evacuation from your premises etc. Please also note that due to the Victorian Privacy and Data Protection Act (2014) it is up to the visitor’s discretion if they decide to leave a contact number.

1. **Sharing Equipment**

* Limit the use of shared equipment and clean it frequently
* If possible, only use equipment that can be cleaned well
* Create a cleaning chart to record the date, day, and times that you have cleaned the equipment

1. **Control Tracing**
   * To achieve this, teams of staff / volunteers could be rostered on the same shifts, with no overlap in shift changes and a reduction in staff / volunteers working across multiple sites.
2. **Protocols**

* Poster requesting visitors to not enter the facility if they are unwell
* Group agreement that visitors will not attend if unwell
* Asking visitors who present unwell to leave the premises, seek medical attention and not return until they are medically well
* Communicate any changes to your program’s COVID Safe plan through letters, newsletters, staff meetings, social media and website
* The way you will monitor compliance will be based around the measures that you put into your COVID Safe plan
* Monitoring examples include: staff meetings, attendance registers, cleaning charts, providing COVID prevention updates and resources in newsletters.
  + Strategies to address non-compliance include: Not permitting entry to visitors if they are unwell.

1. **Communications**

* Writing letters or sending emails to the key people you need to contact
* Send newsletters to your members
* Post information on your social media and your website
* Display posters at the entrance to your facility and in your activity rooms

1. **Monitoring Compliance**

* The way you will monitor compliance will be based around the measures that you put into your COVID Safe plan
* Monitoring examples include: staff meetings, attendance registers, cleaning charts, providing COVID prevention updates and resources in newsletters.
* Strategies to address non-compliance include: Not permitting entry to visitors if they are unwell.

**Use the Internet to source information**

Use well known government sites to research COVID-19 information and resources. Some well-known websites include:

Department of Health and Human Services <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

Worksafe Victoria <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

Australian Government Department of Health <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=health-topics/novel-coronavirus-2019-ncov>

Victorian Government Directory <https://www.vic.gov.au/coronavirus>