

COVIDSafe Plan

2 December 2021



How to develop or review your COVIDSafe Plan

About this template

- This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

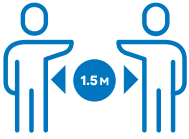
Business name: Bay Park Bash

Address: Bay Park Scout Camp, 60 Hearn Rd, MOUNT MARTHA VICTORIA 3934

Plan completed by: Duncan McColl

Date reviewed: 2/12/2021

Next review: 15/12/2021



1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<p>Areas where groups are likely to queue have been identified. These include canteen and activity entry points. Covid Marshals will manage these areas to encourage physical distancing.</p> <p>Other activities will be held outdoors.</p> <p>Indoor activities are limited and no density requirements are required</p>	Covid Officer
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	Attendees at the event are capped at 1000.	Committee
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>See above.</p> <p>Maximum 6 people per tent in line with Scouts Victoria advice.</p>	Covid Officer
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Training will be provided to Covid Marshals. All attendees will be provided with information as part of registration pack. Key issues will be addressed at opening ceremony.</p>	Covid Officer Committee



2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	Face masks no longer required by attendees or staff other than noted below	All
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	Not applicable	
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none">• adhere to extra face mask requirements• appoint Covid Marshals• conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p>	Canteen staff to wear face masks	Canteen Manager



3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	<p>Service crews to clean high touch areas.</p> <p>Shared equipment used during activities to be cleaned between groups.</p> <p>Hand sanitiser and/or wash station to be provided at all activities.</p> <p>Committee to provide all relevant materials.</p> <p>Covid Marshals to monitor use of handwash facilities.</p>	Covid Officer
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Cleaning log to be kept by Service crew and reviewed by Covid Officer throughout event.</p>	Service Crew
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>See above.</p>	Covid Officer



4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<p>QR Codes will be developed for the event.</p> <p>All attendees to check-in prior to entry/registration to site.</p> <p>Covid Marshals to manage this process at vehicle check-in on Friday evening.</p>	<p>Covid Officer</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<p>See above</p>	
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<p>Attendees feeling unwell are encouraged to not attend without having a negative test result.</p>	

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>Leaders and individuals are to monitor attendees for symptoms.</p> <p>Individuals displaying Covid symptoms will be required to isolate be assessed by the welfare team. If required they will need to isolate until they are able to leave the event.</p> <p>Refunds will be provided to anyone required to leave under these circumstances to encourage prompt reporting.</p> <p>If a positive case is identified all areas will be recleaned.</p> <p>Note that the key defenses against covid being introduced into the event include:</p> <ul style="list-style-type: none"> • All attendees to be fully vaccinated. 	<p>All</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Limited indoors spaces will be used. Attendance at Administration for Check-in is to be limited. Canteen will serve outdoors.	Administration and Canteen Manager
If your industry is subject to additional industry obligations, you may also be required to: <ul style="list-style-type: none">ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.conduct surveillance testing. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Not applicable	



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	Not applicable	
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	Not applicable	