

Creating a COVIDSafe workplace



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.



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 coverings 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



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