



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 NA (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

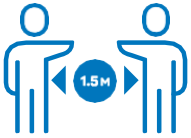
Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

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:	Royal Melbourne Yacht Squadron
Address:	Pier Rd, St Kilda VIC 3182
Plan completed by:	Lachlan Freeman
Job title:	Marketing and Communications Executive
Date reviewed:	1/12/2021
Next review:	1/6/2022



1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS



You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?

- 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.

For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business

DESCRIBE WHAT YOU WILL DO

Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks

Example: Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.

Our business will implement Working From Home arrangements when necessary. We also adhere to density requirements dictated by the size of our spaces. Enclosed spaces, such as the elevator, are limited to 2 people when density requirement limits are in place.

WHO IS RESPONSIBLE

Example: Office Manager

Matt Solly

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?

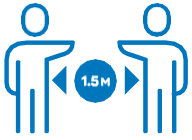
Consider: staff rostering, workforce bubbles, staggered start and finish times.

Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.

Some team members work from home when required to reduce the number of persons in the office to only those who are necessary.

Example: Duty Manager

Matt Solly



1. Physical distancing (Continued)

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<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>Consider: signage, floor marking, entry/exits management, delivery protocols, repurposing rooms and spaces.</p> <p><i>Example: Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce congregation of workers.</i></p>	<p><i>Example: Team Leader</i></p> <p>Lachlan Freeman</p>
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Consider: physical distancing, carpooling, social interaction, hand/cough hygiene, sick days, face masks.</p> <p><i>Example: Inform workers to follow current public health directions when carpooling.</i></p>	<p><i>Example: Site Manager</i></p> <p>Lachlan Freeman</p>



2. Face masks

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



You must ensure all workers adhere to current face mask requirements. How will you do this?

For more information visit: coronavirus.vic.gov.au/face-masks

Consider: mask supplies and provision, signage, training/guidance for correct fit, use and disposal of PPE; daily washing of reusable face masks.

Example: Monitoring use of face coverings for workers, unless a lawful exception applies.

Example: Team Leader

Jan Hurst

All staff and visitors to the club are required to wear face masks at times when they are mandated by the government. We also keep a stockpile of masks that can be given to staff if they do not currently have one. There is also widespread signage informing all people at the club of mask requirements.

You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?

Consider: [signage](#), training/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability.

Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn.

Example: Team Leader

Lachlan Freeman

Signage around the club correctly demonstrates proper procedure regarding mask wearing.



2. Face masks (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<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>	<p>Consider: training, signage, communications, supplies.</p> <p><i>Example: Monitor face mask requirements and communicate changes to staff.</i></p> <p>For events involving groups of people attending the club, a covid marashall is appointed who is responsible for the proper procedure of all attendees.</p>	<p><i>Example: Site Manager</i></p> <p>Matt Solly</p>



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



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?

For more information visit: [coronavirus.vic.gov.au/cleaning](https://www.coronavirus.vic.gov.au/cleaning)

Consider: stock appropriate cleaning and disinfection products, cleaning during and between shifts, soap and hand sanitiser, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member

Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.

Example: Officer Manager

Lachlan Freeman

Each staff member at RMYS works in their deskspace and is socially distanced from other staff members at all times. We also have multiple hand sanitising stations to ensure all people at the club are maintaining proper hygiene.

You should display a cleaning log in shared spaces. How will you do this?

Consider: [signage](#), location.

Example: Display a cleaning roster on the notice board of the kitchen space.

Example: Store Manager

Lachlan Freeman

Cleaning of high-touch surfaces will be documented in a Cleaning Log by Lachlan, which will be carried out twice daily.



3. Hygiene (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>Consider: location, rubbish bins, supplies, signage.</p> <p><i>Example: Ensure rubbish bins are available to dispose of paper towels.</i></p> <p>Multiple sanitizing stations are available at RMYS. This sanitizer is quick-dry with no need for paper towel to dry off.</p>	<p><i>Example: Assistant Manager</i></p> <p>Lachlan Freeman</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none">• ensure all areas where workers are working are cleaned at least once daily• adhere to additional hygiene training requirements. <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>Consider: signage, scheduling, training, monitor supplies, shared equipment.</p> <p><i>Example: Identify which products are required for thorough cleaning.</i></p> <p>Due to the separated desk spaces of all staff at RMYS, cleaning will only be necessary on high-touch surfaces.</p>	<p><i>Example: Officer Manager</i></p> <p>Lachlan Freeman</p>



4. Record keeping

REQUIREMENT AND RECOMMENDATIONS



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?

For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service

DESCRIBE WHAT YOU WILL DO

Consider: [signage](#), IT capability, communications, staff contact details, protocols for collecting and storing information, privacy obligations, alternative record keeping methods for periods of power outage or those without mobile phones.

Example: Use the free Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.

Signage with our business's QR code is posted at every entrance to the club. Every person entering the grounds is required to check in with these QR codes.

WHO IS RESPONSIBLE

Example: Office Manager

Lachlan
Freeman



4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



Some venues **must** have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?

For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals

Consider: staffing requirements, training, [signage](#), kiosk check-in, alternative record-keeping methods.

Example: Station a staff member at all public entrances to the workplace.

Example: Duty Manager

Matt Solly

Covid marshalls are only required when groups of people gather in a single space. At these events, a covid marshall will stand at the entrance to this space.

You **must** encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a closecontact. How will you do this?

For more information visit: coronavirus.vic.gov.au/vaccine

Consider: HR support, communications.

Example: Communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.

Example: Manager

Matt Solly

Every RMYS employee is aware that they encouraged to get tested and isolate in the case that they exhibit covid symptoms.



4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?

This includes having a plan:

- 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.

For additional resources:

business.vic.gov.au/emergency-planning

Consider: HR support, communications, cleaning, contact lists, business closure/reopening.

Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.

RMYS will develop a contingency plan that manages any positive case. This plan will include the affected person isolating themselves and a thorough clean and disinfection of their individual workspace. All RMYS employees and their close contacts will be notified of the positive test result. We will notify Worksafe Victoria comply with any instruction that is given by Worksafe to RMYS or the Department of Health.

Example: Area Manager

Matt Solly



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?

Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.

Example: Office Manager

Matt Solly

Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.

We will ensure our workspace are always well ventilated and reduce our time spent in enclosed spaces.

If your industry is subject to additional industry obligations, you may also be required to:

- 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

Consider: HR support, communications, record keeping protocols.

Example: Manager

Example: Provide workers with a health questionnaire to complete before their shift.

Lachlan Freeman

The size of our workspace does not require written symptom checks or conduct surveillance.



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

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?

Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts or between shifts (cross-over times), separate entrances.

Example: Area Manager

Example: Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.

Lachlan
Freeman

RMYS does not have rostered shift work. All employees work in one workplace bubble.

If your industry is subject to additional industry obligations, you may also be required to:

- limit or stop workers working across multiple sites where practical
- keep records of workers who are working for different employers across multiple premises.

How will you do this?

For more information visit:
coronavirus.vic.gov.au/additional-industry-obligations

Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts.

Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.

Example: Site Manager

Lachlan
Freeman

All employees require access to all areas of RMYS, our small size does not necessitate restricting site access.