



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

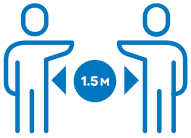
Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

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:	Coffee on Cue
Address:	19 Hall Street, Yarraville 3013 VIC
Plan completed by:	Joey Krosch
Job title:	Operations Manager
Date reviewed:	18/10/2021
Next review:	18/10/2022



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.

Signage will be present at our coffee cart locations.

All event venues will comply with the 4 square metre rule inside, and 2 square metre rule outside.

Floor markers and bollards will be used to ensure patrons remain 1.5m distance to each other.

Staggering of service and spreading out catering stations will ensure no one area will be congested.

Ensure that no large groups form in any place outside the premise.

WHO IS RESPONSIBLE

Example: Office Manager

Operations Manager

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.

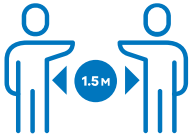
Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.

We will reduce our staff numbers working on our coffee carts to either just 1 or 2 staff.

Roster rotation will ensure that there will not be any risk of having too many staff involved at any one time.

Example: Duty Manager

Operations Manager



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>Our mini coffee carts will only be operated by 1 person.</p> <p>Our regular sized coffee carts will only be operated by 2 people.</p>	<p><i>Example: Team Leader</i></p> <p>Operations Manager</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>All staff both existing and new will go through a COVID-19 compliance training session prior to them working at an event.</p>	<p><i>Example: Site Manager</i></p> <p>Operations Manager</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.

All staff will be trained on the correct use and application of face masks and will ensure compliance during their shifts.

Example: Team Leader

Operations Manager

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.

All staff both existing and new will go through a COVID-19 compliance training session prior to them working at an event.

Example: Team Leader

Operations Manager



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>We will ensure all COVID-19 protocols and requirements are met and maintained by all staff.</p>	<p><i>Example: Site Manager</i></p> <p>Operations Manager</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

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

Operations Manager

All shared surfaces will be thoroughly and regularly cleaned throughout the day.

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

Operations Manager

All venues will maintain and upkeep cleaning records carried out by staff members on-site.



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>We will have hand sanitiser available at each coffee cart location.</p>	<p><i>Example: Assistant Manager</i></p> <p>Operations Manager</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 dailyadhere 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>All venues will ensure compliance and maintain all COVID-19 cleaning and sanitisation measures.</p>	<p><i>Example: Officer Manager</i></p> <p>Operations Manager</p>



4. Record keeping

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



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

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.

All venues will provide and make available their unique QR check-in codes for staff and customers to sign themselves in digitally.

Example: Office Manager

Operations Manager



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

Operations Manager

Acknowledged but not required for our business.

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?

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

Operations Manager

If any staff presents COVID-19 symptoms, they will be supported in taking time off to get a test and isolate until it is safe to return back to work.



4. Record keeping (Continued)

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>Consider: HR support, communications, cleaning, contact lists, business closure/reopening.</p> <p><i>Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.</i></p> <p>The following will take place if there is an outbreak at our facility:</p> <ul style="list-style-type: none">- all staff to get tested and isolate- all staff to shift to remote working- all COVID-19 workplace protocols and requirements to be met, maintained and rolled out during this period- for any staff that will continue work, staggered dates and start/end times will be implemented to avoid any cross-over and exposure of staff	<p><i>Example: Area Manager</i></p> <p>Operations Manager</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<p>Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.</p> <p><i>Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.</i></p>	<p><i>Example: Office Manager</i></p>
	<p>Shorter indoor working periods will be implemented with regular breaks to be taken outside.</p> <p>All actions to increase ventilation will be made to increase airflow of the premises.</p>	<p>Operations Manager</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p>	<p>Consider: HR support, communications, record keeping protocols.</p>	<p><i>Example: Manager</i></p>
<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.	<p><i>Example: Provide workers with a health questionnaire to complete before their shift.</i></p>	<p>Operations Manager</p>
<p>How will you do this?</p>	<p>Ensure all staff and fit, well and healthy before entering the premises to commence any work on-site.</p>	
<p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>		



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

Operations Manager

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

We are a small team of 4 who work across 3 different states/countries and do not run the risk of having too many staff in our premises at one time.

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: Site Manager

Operations Manager

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

We keep a log of the work carried out and the locations visited by all team members.