About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- **All Victorian businesses with on-site operations** must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities
Information on public health directions applying to employers is available at coronavirus.vic.gov.au.

2. Prepare your plan
Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Practise physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: https://www.coronavirus.vic.gov.au/additional-industry-obligations.

Mandatory requirements under public health direction feature this symbol: ⚠️

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

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

Your COVIDSafe Plan

Business name: Editors Victoria

Plan completed by: Stephanie Holt

Date reviewed: 24 June 2021

1. Practise physical distancing

Requirements and recommendations

Action

⚠️ **You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.** • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au	Where possible, social events will be held in outdoor public spaces. Indoor events will take place in venues with a COVIDSafe Plan, following venue advice on numbers. We will check when booking that the venue follows on advice on density quotients.
Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by: • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace **You may also consider:** • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers.	As we are using COVIDSafe venues for all activities, we will check when booking that appropriate measures are in place. For formal training sessions, this is a venue where desks and appropriately spaced to ensure distancing. Events will be run to minimise movement, and attendees will be encouraged to observe distancing requirements, including by our
You should provide training to workers on physical distancing expectations while working and socialising. This should include: • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au	Editors Victoria staff and committee members responsible for running member events have developed and follow a protocol to ensure COVIDSafe activities. This includes checking
You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.	The number of attendees at events will be limited depending on current guidelines.

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2. Wear a face mask

Requirements and recommendations

Action

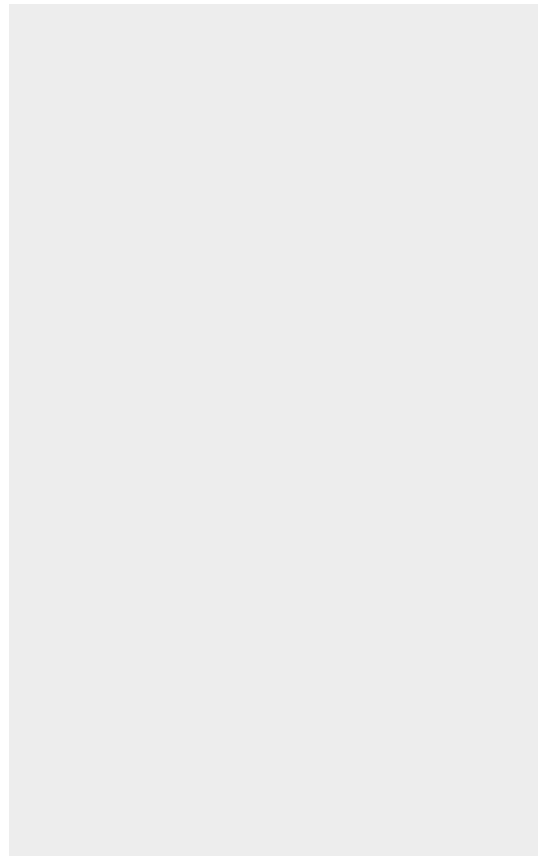| Requirements and recommendations	Action
⚠️ **You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks**	Staff and committee members running events will adhere to current face-mask requirements.
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.	The only PPE in use is face masks. Staff and committee members running events provide their own masks. A supply of spare clean disposable masks will be taken to each event as a back-up. The following video gives instructions on mask-wearing. https://www.health.gov.au/resources/videos/how

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

Adhere to additional face mask requirements.	

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3. Practise good hygiene

Requirements and recommendations

Action

⚠️ **You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

You should:

- Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.
- Clean between shifts.

These requirements are generally looked after by the venues we use.

A spare supply of sanitiser and wipes is available, and all event hosts should collect this and use as needed.

For formal training using the CAE venue, their additional requirements will be followed, using their instructions and (where supplied) equipment.

You should display a cleaning log in shared spaces.

n/a

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

These requirements will be taken care of by our host venues. However, we have additional sanitiser, which will be taken to each event.

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

Ensure all areas where workers are working are cleaned at least daily.

Adhere to additional hygiene training requirements.

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4. Keep records and act quickly if workers become unwell

Requirements and recommendations

Action

⚠	**You must support workers to get tested and stay home even if they only have mild symptoms.**	Event organisers should have a back-up plan to cover tasks if any of the planned workers/volunteers needs to stay home (or needs to leave during the event — see category
⚠	**You must develop a business contingency plan to manage any outbreaks. This includes:** • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.	Jane is our first point of contact for these contingencies. A notice with this information and Jane's contact number is provided to participants with event confirmation and reminders. If the event organiser is notified, they will share information with the venue and with Jane, as appropriate. Jane will liaise with the Department of Health and contact WorkSafe Victoria on behalf of Editors Victoria, if needed. The responsible Officer will be guided by the existing IPEd Cancellation Policy if an event needs to be cancelled/rescheduled due to the venue closing due to an outbreak.
⚠	You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	This requirement is met by the host venues. We will support this requirement by having our usual event-registration and check-in lists available.

* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19.

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5. Avoid interactions in enclosed spaces

Requirements and recommendations

Action

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments.
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems.

Wherever viable, we will hold our social events in outdoor settings.

Indoor event settings are managed by the host venues.

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.

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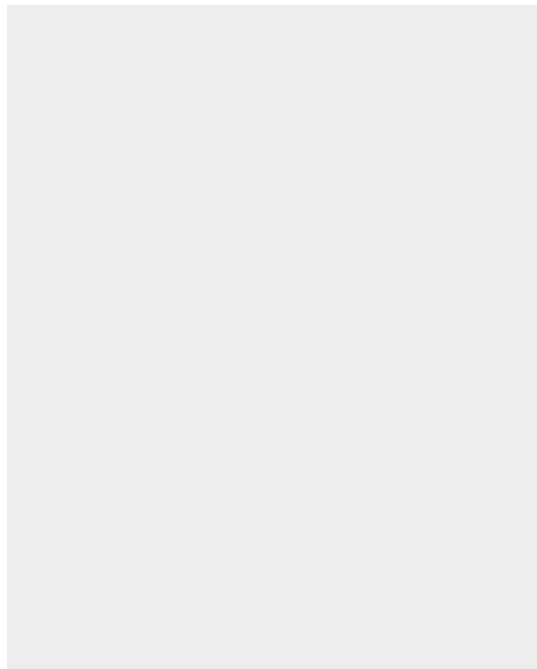
6. Create workforce bubbles

Requirements and recommendations

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	n/a

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

Limit or cease the number of workers working across multiple work sites where reasonably practical.	
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	

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