



## About the COVIDSafe Plan

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

### In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria 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.

**If you are in a high risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at [vic.gov.au](https://vic.gov.au).**

## How to develop your COVIDSafe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at [vic.gov.au](https://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. Ensure physical distancing
2. Wear a face covering
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 if you are in a restricted or heavily restricted industry, additional requirements may apply.

**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.

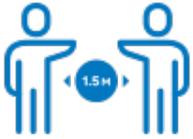
**For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [vic.gov.au](https://vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## Your COVIDSafe Plan

Business name: Child Development SPOT

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Date reviewed: 26/10/20



# 1. Ensure physical distancing

## Requirements

## Action



**You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
  - Informing workers to work from home wherever possible
- 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



**You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:**

- There is no more than one worker per four square metres of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

**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 [vic.gov.au](http://vic.gov.au)

Waiting room and kitchen furniture has been moved to allow adequate distance between chairs.

Clients are asked to only arrive at the time of their appointment.

Consultations only with one additional member of the client's family allowed, except for extenuating circumstances.

All clients attending are required to abide by required distancing rules.

Wherever possible, telehealth appointments are being utilised to minimise the need for face to face consultations.

Indoor group classes are not permitted. Outdoor classes are permitted with a maximum of 2 clients to 1 health professional.

Client or carer/family to perform more physically close tasks (e.g. feeding) where possible and sessions to be completed outside where applicable.

Staff desks arranged so that they face away from each other.

Staff to comply with relevant density quotient. No more than 20 people within the building at one time. No more people than 2 in the office, 1 in the kitchen, 1 in the bathroom and 3 in the rental therapy room and 4 in the other therapy room.

- All staff are required to have completed Department of Health assigned CovidSafe training.
- Masks to be worn by staff carpooling.

## If your industry is restricted or heavily restricted, you must also:



Reduce workers levels in accordance with industry directions.



Limit number of patrons in accordance with industry directions.



Have no carpooling.



### Heavily Restricted Industries Only

Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.



## 2. Wear a face covering

### Requirements

### Action



**You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:**

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

You should install screens or barriers in the workspace for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

- Masks will be worn by all attending clients and staff, unless a lawful exception applies.
- According to section 2 of the Industry Restart Guidelines for allied health: "A face covering may be removed where a worker is communicating with another person who is deaf or hard of hearing, and / or the ability to see the mouth is essential for communication and treatment"
- CD SPOT has face masks available on site to give those in attendance if required. Masks are also available for staff use if required.

- All staff are required to have completed Department of Health assigned CovidSafe training.
- Masks will be worn by all attending clients and staff. Staff are aware that cloth masks to be washed daily and changed if visibly dirty or wet.
- Staff to change visibly soiled clothing between clients.

**There are no additional requirements for restricted or heavily restricted industries.**



### 3. Practise good hygiene

#### Requirements

#### Action



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- Clean 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

The bathroom has adequate supplies of soap and paper towels.  
For client visits, clinic rooms and shared areas are disinfected at the end of each client session including surfaces, chairs, door handles, and items used in the provision of therapy including administrative items such as pens, keyboards etc.  
Bathroom to be cleaned daily or after client use.  
Kitchen, common door handles to be cleaned daily.  
Adequate supplies of cleaning products, masks, detergent and disinfectant are kept bearing in mind supply-chain disruption.  
There will be no reading material or toys available in the reception.



You should display a cleaning log in shared spaces.

Cleaning log displayed in office and is utilized.

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

Hand sanitiser available in all rooms. Staff and those in attendance are required to sanitise hands on entry.  
Handwashing poster in bathroom.  
Use of hand sanitiser on entering vehicle between mobile sessions.

#### If your industry is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.



## 4. Keep records and act quickly if workers become unwell

### Requirements

### Action



You must support workers to get tested and stay home even if they only have mild symptoms.



**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 while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS 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 coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

You must keep records of all people who enter the workplace for contact tracing.

You should implement a screening system that involves temperature checking upon entry into a workplace.

Staff members monitor their own health and do not attend the clinic or any face-to-face session if they, or a member of their household, exhibits any symptoms associated with COVID-19 or if they, or a member of their household, are under lockdown or self-quarantine, or are awaiting results of a Covid test. Check with family regarding the above and reschedule appointments where required.

If working via telehealth, that staff member will be asked to undergo testing for COVID-19 if symptoms are present. They will not be allowed to attend the building until they are no longer showing symptoms and their Covid test is negative, or a period of quarantine has expired.

If a staff member is attending the building and becomes unwell, they will immediately isolate from all other staff and must undergo testing for COVID-19. They will not be allowed to enter the building until they are no longer showing symptoms and their Covid test is negative, or a period of quarantine has expired.

Individual therapists working across multiple sites will document date, time and place of attendance in diaries.

All site visitors will be notified of a suspected or confirmed case of infection, or a staff member undergoing quarantine.

In the event of an infection, the building will close to all visitors and will undergo an infection clean, and will not be reopened until this clean is complete.

DHHS and WorkSafe will be contacted in the event of infection. Staff contact details are up-to-date. All clients are established and are well documented.

A workplace attendance register has been established recording all visits.

Once agreed by DHHS, workers will be contacted that they can return to work.

Temperature checks are mandatory on entry for all visitors and staff.



**If your industry is restricted or heavily restricted, you must also:**



#### **Restricted Industries**

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



#### **Heavily Restricted Industries**

Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



## 5. Avoid interactions in enclosed spaces

### Requirements

**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

### Action

Sharing room booking to ensure the number of people within the building, at any one time, is within the above density quotient.

Attending therapy session outside (e.g. at playground, backyard) where appropriate.

Working from home using telehealth when possible and appropriate.

Staff meeting to be held outdoors when appropriate.

Adhere to density quotient for all indoor spaces, as noted above.

**There are no additional requirements for restricted or heavily restricted industries.**



## 6. Create workforce bubbles

Requirements	Action
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.	N/A
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	N/A

### If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites.



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.