



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>.



- 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](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Longerenong/Skillinvest Limited

Plan completed by: Avril Hogan

Date reviewed: 25/20/2021

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)



Practise physical distancing

Requirements and recommendations	Action
 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • In accordance with Workplace Directions, the following indoor spaces have signage indicating the density quotient based on 1 person 2m² – staff rooms, staff offices, reception, photocopier rooms, meeting rooms and toilets. Spaces for the purpose of student use including classrooms and indoor training areas are not subject to any density quotient, however social distancing is to be promoted at all times.
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Front door of admin is locked the majority of the time, with external visitors (including delivery drivers) allowed in manually. • All visitors staff and students must QR code in or register. • Students are ushered through the reception areas into the Training facilities promptly after registering their attendance. • Social distancing signs are distributed throughout the Longerenong facilities. • Density quotient signage is in place at all indoor areas utilised by the public. • Staff that can work from home are doing so, ensuring that physical distancing can be maintained.

Requirements and recommendations	Action
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> Working from home is provided as an option to all staff who are able to do so. Staff have been educated on hand and cough hygiene, including how to wash and sanitise hands correctly. Signage is in place in toilet facilities and above hand basins. New staff to be educated on organisational requirements as part of the staff induction process. Staff have been provided with links to training videos regarding a wide range of topics relating to COVID management and prevention. All COVID protocols reinforced with staff at the commencement of the new year and as government directives are changed. Staff are communicated to by email as changes occur to inform them of the most up to date information. Staff have been instructed not to car pool under any circumstance until further notice.
<p>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.</p>	<ul style="list-style-type: none"> Reduce workers levels in accordance with industry directions. Limit number of patrons in accordance with industry directions. Have no carpooling.



Requirements and recommendations	Action
 You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	<ul style="list-style-type: none"> • Face coverings are available at reception for all staff, students and visitors for those who do not have their own. • Managers and teaching staff are monitoring and addressing compliance with mask rules.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>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.</p>	<ul style="list-style-type: none"> • All staff are provided regular updates by email and discussion within meetings Link to information provided by the state government in regard to wearing face masks: https://www.coronavirus.vic.gov.au/face-masks has been shared. • Staff are notified if and when there are changes to state government directives re: face masks.

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

Adhere to additional face mask requirements.	N/A
--	-----



Practise good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Cleaning kits including bucket, detergent, disinfectant & wipes are placed at all doors to rooms in the Longerenong facilities. Staff have been instructed to clean high touch areas including student desks at the completion of each day or each class if applicable. Students in each class have access to cleaning products as well. • Stock-takes of cleaning products are conducted on a regular basis with a designated storage area for excess products to ensure adequate stock supplies. • Contract cleaners are engaged to clean all Longerenong facilities daily, including additional disinfection of high touch areas and desks.
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • Log completed daily by contract cleaners
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Soap and hand sanitiser is located in numerous places around all facilities and supplies are regularly monitored. Hand washing signage is located at appropriate locations, including toilets and above sinks.
<p>Ensure all areas where workers are working are cleaned at least daily.</p>	<ul style="list-style-type: none"> • Conduct an audit of cleaning schedules
<p>Adhere to additional hygiene training requirements.</p>	<p>N/A</p>



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.	<ul style="list-style-type: none"> • Staff are informed that they have organisational support if they are unwell and are required to be tested and stay home until the test result is known.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All staff & students instructed to get tested and stay home (even if they only have mild symptoms) as part of the staff/student induction process. • All managers issued with the “Procedure for dealing with a suspected case of COVID-19 or confirmed case of COVID-19” document which outlines what to do if an employee, student or visitor has a suspected case of COVID-19. This document is available in the Skillinvest COVID-19 SharePoint file.
 Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .	<ul style="list-style-type: none"> • Sign-in registers and QR codes are located at multiple locations throughout the Metro facilities. Handwritten sign-in registers are available for those without QR access. • All staff are instructed to sign-in on a daily basis as per email dated 20/1/21 and all visitors are required to sign-in upon arrival. • Student attendance is also maintained by the use of classroom attendance registers.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Staff have been informed to carry out activities outdoors rather than indoors wherever possible. External doors to corridors, foyers etc are left open during business hours wherever possible.• Most office based staff are working from home and only those that support the ability for the majority of staff to work from home are attending as required such as IT staff and occasionally managers.

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

<p>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.</p>	
--	--



Create workforce bubbles

Requirements and recommendations	Action
<p>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.</p>	<ul style="list-style-type: none"> • Longerenong do not have people working separate shifts. • Staff that need to attend the office for short periods are scheduled to avoid overlap with other staff.

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

<p>Limit or cease the number of workers working across multiple work sites where reasonably practical.</p>	<ul style="list-style-type: none"> • Current limits in place for mobile staff. Other staff are either working from home or only attending their primary workplace location when stay at home orders are in place.
<p>Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.</p>	<ul style="list-style-type: none"> • NA



COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan. For further information go to <https://www.coronavirus.vic.gov.au/covidsafe-plan>



Practise physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another. • Comply with relevant density quotient and signage requirements in the Workplace Directions. • Tables for meals in the dining room have been moved outside.
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Identify areas that require floor markings, such as lifts, kitchen areas, printer collection areas. • Allocate different doors for entry and exit. • Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit. • Use floor markings to provide minimum physical distancing guides at entrances and exits. • Establish contactless delivery or invoicing. • Display signage for delivery drivers. • Identify designated drop off areas. • Outline the maximum occupancy of areas that are open to the general public, and information about signage. • Stagger break times to reduce crowding in shared spaces and facilitate physical distancing between workers.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> • Develop and educate workers on strategies and work practice changes to maintain physical distancing. • Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions. • Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly. • Reinforcing the importance of not attending work if unwell. • Ensuring appropriate information on the use of face masks and PPE.

Requirements and recommendations	Action
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.	



Wear a face mask

Requirements and recommendations	Action
 You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	<ul style="list-style-type: none">• Identifying face masks and PPE required for the workplace and describe when and how they need to be worn.• Monitoring use of face coverings in all workers unless a lawful exception applies.
<p>You should provide training, instruction, and guidance on how to correctly fit, use and dispose of PPE.</p> <p>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.</p>	

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

Adhere to additional face mask requirements.	
--	--



Practise good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment). • Provide information about workplace cleaning schedule and how to use cleaning products. • Identify which products are required for thorough cleaning. • Monitor supplies of cleaning products and regularly restock. • Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers. • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. • Provide workers with their own personal equipment, labelled with their name.
<p>You should display a cleaning log in shared spaces.</p>	
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Location of hand sanitiser stations throughout the worksite. • Ensuring rubbish bins are available to dispose of paper towels. • Ensuring adequate supplies of soap and sanitiser. • Ensuring workers have information on how to wash and sanitise their hands correctly.

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

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	
<p>Adhere to additional hygiene training requirements.</p>	



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.	Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Establish a process for notifying workers and close contacts about a positive case in the workplace. • Establish a cleaning process in the event of a positive case. • Establish a process and responsibility for notifying the Department of Health, WorkSafe and your health and safety representative. • Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite. • Establish a process for notifying Worksafe that the site is reopening.
 Every Victorian business must use the Victorian Government QR Code Service to check-in their workers, customers and visitors, with some limited exemptions. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .	<ul style="list-style-type: none"> • Use the free Victorian Government QR Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by visitors. • Consider implementing temperature checking. • Ask workers to complete a health questionnaire before starting their shift. • Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system. • Review processes to maintain up-to-date contact details for all workers. • Provide information on protocols for collecting and storing information.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments.• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunch breaks and locker rooms.• Enhancing airflow by opening windows and doors.• Optimising fresh air flow in air conditioning systems.	<p>Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.</p>

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

<p>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.</p>	
--	--



Create workforce bubbles

Requirements and recommendations	Action
<p>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.</p>	<ul style="list-style-type: none"> • Adjust rosters and develop procedures to ensure workers do not work across multiple sites. • Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time. • Encourage workers to minimise time in shared facilities when taking breaks. • Ensure groups of workers do not mix across different shifts.

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

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