



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.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at 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 or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: _____

Plan completed by: _____

Date reviewed: _____

Background

This COVIDSafe Plan (CSP) has been developed following advice from the Victorian Government Public Events team to Film Festivals Australia (FFA), that the FFA event, the Peninsula Film Festival (PFF) that is being held at Dromana Drive-In Cinema (DDI) on Saturday 6th March 2021, is not required to operate under the Public Events Framework (PEF). The PEF is referred to in the Restricted Activity Directions (Victoria) (No 9), with the directions effective from 11:59:00pm on 26 February 2021 and ending at 11:59:00pm on 15 March 2021.

The Victorian Government Public Events team requires that FFA and DDI management develop a CSP for the PFF, in line with the current Directions and the Victorian Government Industry Restart Guidelines - Outdoor Entertainment Attractions & Experiences February 2021 (IRG).

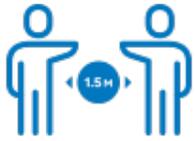
Risk management consultants, APB Risk & Safety, have been engaged by FFA to develop this CSP, in consultation with DDI management, for the PFF. The CSP has been developed with reference to the IRG, the Restricted Activity Directions (No 9) and the following public health directions, both effective from 11:59:00pm on 26 February 2021 and ending at 11:59:00pm on 15 March 2021:

- Stay Safe Directions (No 16), and;
- Workplace Directions (No 21).

As the DDI has a capacity of greater than 500 patrons for the PFF, this CSP will be published on the PFF website in week prior to the event, in line with the requirement of the public health directions.

Disclaimer

This plan is subject to change as required by restrictions of the Victorian Public Health Directions, which can be found at this page: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>



1. Ensure physical distancing

Requirements

Action

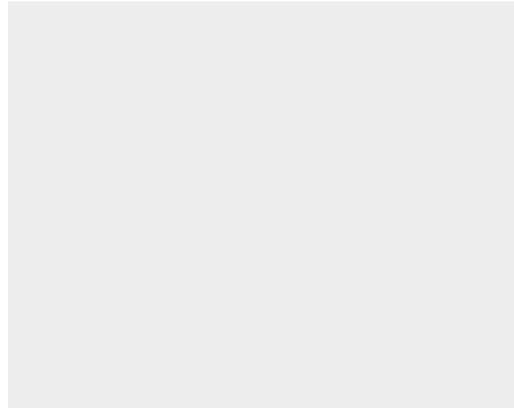


You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

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

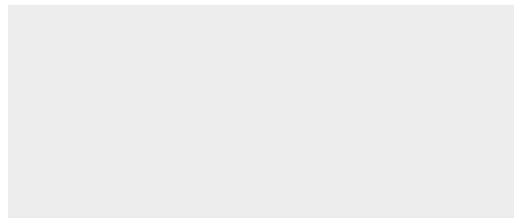
You may also consider:

- 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



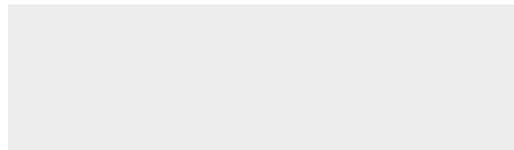
You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per two square metres of enclosed workspace
- There is no more than one member of the public per two 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



Additional Actions

1. Key FFA staff and volunteers will act as COVID Marshals encouraging patrons to observe COVID Safe behaviours.

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.

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

When do I need to wear a face mask?

- Victoria returns to COVIDSafe settings from 11:59pm Friday 26 February 2021.
- You must always carry a face mask with you at all times when you leave the home, unless you have a lawful reason not to.
- Face masks must be worn:
 - on public transport, in commercial passenger vehicles such as taxis and ride share vehicles, and in tour vehicles
 - by visitors to a hospital
 - by visitors at a care facility (while indoors)
 - indoors at shopping centres, retail facilities with 2,000 or more square metres of indoor space, markets and market stalls
 - on flights to and from Victoria and
 - at airports
 - if you are diagnosed or suspected of having COVID-19, or a close contact of someone diagnosed with COVID-19, when leaving your home or accommodation for a permitted reason, such as medical care or to get tested
 - while awaiting the results of a COVID-19 test when leaving your home or accommodation for a permitted reason, such as medical care (except as part of a surveillance or other asymptomatic testing program)
 - while experiencing any symptoms of COVID-19.
- It is strongly recommended you wear a face mask when at a private gathering or when you cannot maintain 1.5 metres distance from other people (such as outdoor markets, outdoor concerts, street markets, at a busy bus stop or train station platform).
- There are a number of [lawful reasons to not wear a face mask](#).

<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>



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



You should display a cleaning log in shared spaces.

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

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

Conduct an audit of cleaning schedules.

Additional Actions

1. Patrons will be provided with a small bottle of hand sanitizer for personal use during PFF.



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.



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

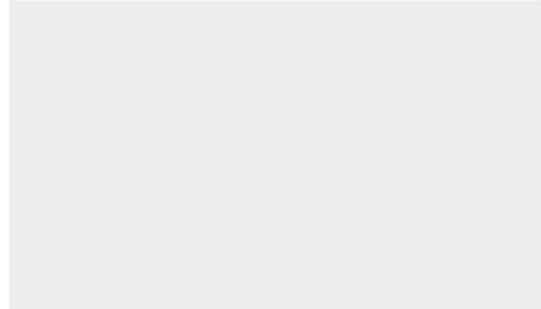
Requirements

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



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



6. Create workforce bubbles

Requirements

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.

Action

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.

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.