How to prepare your COVID Safe plan

To Suit Prescribed Accommodation - Rooming House By RAAV

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This document outlines the minimum requirements of a Victorian workplace COVID Safe Plan. Depending on the size and complexity of your business, you may wish to tailor your plan accordingly. If your business or organisation already has a COVID Safe Plan, it is your responsibility to ensure that it addresses all the guidance and requirements outlined in this template.

A blank version of the template is available at the [Business Victoria Website](#).

Instructions

1. **Understand your responsibilities**

Information on public health directions applying to employers is available at: https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace.

You can also refer to the following guidance:

- WorkSafe: Managing COVID-19 risks – face coverings in workplaces
- DHHS: Preventing infection in the workplace
- DHHS: Preparing for a case of coronavirus (COVID-19) in your workplace
- DHHS: Planning and responding to cases of coronavirus (COVID-19)
- DHHS: Cleaning and disinfecting to reduce COVID-19 transmission
- WorkSafe: Other relevant industry specific guidance

2. **Prepare your plan**

Your COVID Safe Plan must set out, at a minimum:

- The process you have in place to keep records of all staff or visitors who attend the work premises
- Your actions to mitigate the introduction of COVID-19 in your workplace
- The level of face-covering or personal protective equipment (PPE) required for your workforce
- How you will prepare for, and respond to, a suspected or confirmed case of COVID-19 in your workplace

3. **Keep your plan up to date and ready**

- Your COVID Safe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple premises must complete a COVID Safe Plan for each workplace.
- You do not have to lodge your COVID Safe Plan with the Victorian Government. However, you may be required to provide the COVID safe plan to the Department of Health and Human Services (DHHS) or Worksafe upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVID Safe Plans.

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 staff before you finalise it. Once you have completed the plan, share it with your staff and with any employee or occupational health and safety representatives.

Guidance	Actions to consider	Relevant RH Operator obligations
Hygiene		
Provide and promote a hand sanitiser station for use by Contractors and Officials on entering the Rooming House and other locations as necessary on the site.	• *Location of hand sanitiser station in the Rooming House entry* • *Ensuring rubbish bins are available to dispose of paper towels* • *Ensuring an adequate supply of sanitiser* • *Ensuring residents, Contractors and Officials have information on how to wash and sanitise their hands correctly*	
Where possible: enhance airflow by opening front and rear doors of Rooming House for a period on a daily basis.	• *Consider the instillation of flyscreen security doors to facilitate this in a safe way.*	
When traversing communal areas of the Rooming House, encourage residents to wear a face covering.	• *Ensuring appropriate information on the use of face coverings*	
Provide training links to residents on the correct use and disposal of face coverings, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	• *Educating residents on hand and cough hygiene, including how to wash and sanitise their hands correctly* • *Install DHHS Posters on COVID-19 risks.*	
Encourage Contractors and Officials to not touch surfaces unless necessary and for Contractors to supply their own tools and not share contact.	• *Avoid sharing of equipment such as tools or other equipment* • *Encourage Contractors to supply their own personal equipment, labelled with their name*	

Guidance	Actions to consider	Relevant RH Operator obligations
Cleaning		
Increase environmental cleaning (including between changes of residents), ensure high touch surfaces are cleaned and disinfected regularly (at least twice normal).	• *Identify high touch surfaces (light switches, buttons, door and cupboard handles, kitchen counters, bathroom taps)* • *Provide information about Rooming House cleaning schedule and how to use cleaning products*	*Shared resident spaces must be cleaned at regular intervals.*
Ensure adequate supplies of cleaning products, including detergent and disinfectant.		
Guidance	**Actions to consider**	**Relevant obligations**

Physical distancing and limiting Rooming House attendance		
Establish a system to communicate that no visitors are to be accessing the Rooming House.	• *"STOP Resident Access Only", signs installed at entries to the Rooming House.*	
Screen Contractors and Officials before they enter the site to obtain their declaration they have not: been diagnosed with COVID-19, or are not being tested for COVID-19, or been in close contact with anyone with COVID-19, or have any symptoms consistent with COVID-19 (fever, sore throat, shortness of breath)	• *For example, "STOP Resident Access Only", signs installed at entries to the site, QR code implemented for screening of visitors, a register available at entry to sites that Contractors and Officials sign, etc*	
Establish a system that ensures Contractors & Officials are not working across multiple Rooming Houses/ sites. Request that your contractors make your Rooming House the first site of the day, avoid visiting all your Rooming Houses on the same day.	• *Communicate the requirement for contractors & Officials not to work across multiple sites* *Adjust rosters and develop procedures to ensure contractors do not work across multiple sites*	
Establish a system to screen Contractors and Officials before accessing the Rooming House.	• *Consider implementing temperature checking.* • *Asking Contractors to complete a health questionnaire before starting their work*	*Contractors and Officials who test positive must not work.*
Communicate that in communal areas there is to be no more than one person per four square meters of enclosed space, and persons are spaced at least 1.5m apart. Also consider installing screens or barriers in communal areas like Kitchens. 'four square metre' rule.	• *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so residents are not facing one another in a communal area* • *Consider implementing a density quotient or cap in each area (i.e. one person per 4sqm) and put up signage or posters to reflect the new limit*	*The number of people allowed in shared spaces is limited to no more than density quotient allows (one person per four square meters).*
Minimise the build-up of residents waiting to enter and exit the Rooming House.	• *If possible allocate different doors for entry and exit*	
Review delivery protocols to limit contact between delivery drivers and residents.	• *Communicate contactless delivery to residents' procedure.* • *Display "STOP Resident Access Only", signage for delivery drivers.* • *Identify designated drop off areas, .such as front entry veranda and delivery driver to SMS recipient.*	
Require that Contractors and Officials inform the RH Operator if they share accommodation with anyone working at a high-risk workplace		

Guidance	Actions to consider	Relevant obligations
Record keeping		
Establish a process to record the attendance of RH Operator, Contractors, Officials, and any sanctioned persons. This information will assist RH Operators to identify close contacts in case of a COVID infection.	• *Establish a process to collect records from attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the Rooming House accessed during any time or visit. Where possible, consider implementing a contactless system* • *Review processes to maintain up-to-date contact details for all persons* • *Provide information on protocols for collecting and storing information*	*Workplaces are to establish and maintain a register of attendance for all contractors, customers, clients and official visitors to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.* *Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.*
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available). Confirm that Contractors are aware of OHS reporting requirements.	• *Educating staff on how to meet OHS requirements, including recording information about any incidents.*	

Guidance	Actions to consider	Relevant obligations
Preparing your response to a suspected or confirmed COVID-19 case		
Prepare or update a business continuity plan to consider the impacts of a COVID outbreak and potential closure of the Rooming House.	• *Identify the roles and responsibilities of the RH Operator, Contractors and residents.* • *Prepare for residents required to quarantine or isolate* • *Describe key dependencies (e.g. third party providers)* • *Describe how you will continue to deliver essential services to other residents* • *Plans to communicate with residents, contractors and stakeholders in the event of a positive case* • *Establishing processes for supplying food and essentials to a quarantined resident.*	
Prepare to assist DHHS with contact tracing and providing Contractor and visitor records to support contact tracing.	• *Establish a process and ensure readiness to provide records to DHHS and contact relevant residents,* • *Contractors and visitor details.* *Outline key responsibilities and process for engaging with DHHS and undertaking RH Operator-led contact tracing*	*The RH Operator will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all resident and Contractor details, along with any other, visitors and Officials.* *This will assist in contact tracing should a resident test positive.*
Prepare to undertake cleaning and disinfection at your Rooming House premises. Assess whether the Rooming House or part of the site must be closed.	• • *Implement a process for the cleaning and disinfection of the Rooming House and high touch surfaces, including use of service providers* *Establish a process for determining whether closure or part closure of the Rooming House and/or implementation of other control measures are required to manage risk*	*Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.* *Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.*

Prepare for how you will manage a suspected or confirmed case in a resident.	*• Identify an appropriate area to isolate the resident if possible* *• Communicate with the resident about the requirement to self-isolate and be tested* *• Describing arrangements to isolate and transfer an unwell resident from the premises to go and get tested* *• Request assistance through DHHS for alternative accommodation if COVID positive resident cannot be isolated to a separate bathroom*	*A resident suspected to have COVID-19 is to be supported to isolate in the Rooming House as much as possible, the resident must wear a mask in communal areas and be physically distancing from all other residents. An RH Operator should request that a resident undergo a COVID-19 test and self-isolate.*
Prepare for how you will manage a suspected or confirmed case in a Contractor during work hours.	*• Identify an appropriate area to isolate the Contractor* *• Communicate with the Contractor about the requirement to self-isolate and be tested* *• Describing arrangements to isolate and transfer an unwell Contractor from the premises to go and get tested* *• Outlining responsibility and process for entering details into relevant OHS system*	*An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.*
Prepare to notify residents, Contractors and Official visitors of a confirmed or suspected case.	*•* *Regularly update and manage a list with the contact details and date of attendance of Contractors and Official visitors to the workplace* *• Establish an effective way of quickly communicating with Contractors and Official visitors to a workplace where there is or has been a suspected or confirmed case*	*For a confirmed case, RH Operators must inform residents, Contractors, and Official visitors who are close contacts and direct them to stay in self-isolation.* *For a suspected case, RH Operators must inform all residents at the Rooming House to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your Rooming House when it is a workplace.	*•* *If only Residents are present in the Rooming House then it is not a Workplace, if contractors are present then it becomes a workplace* *• Establish a process and responsibility for notifying WorkSafe*	*Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.*
Confirm that your Rooming House can safely reopen and residents and contractors can return to the Rooming House.	*•* *Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS* *• 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 DHHS and Worksafe that the Rooming House is reopening*	*Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).* *DHHS and WorkSafe must be notified that the workplace is reopening.*