

How to develop or review your COVIDSafe Plan

About this template

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

To comply with public health directions

- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk.

For more information see: [Additional Industry Obligations](#).

Understand your responsibilities

There are sections of this template that are indicated as mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

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

Your COVIDSafe Plan

Business name: U3A Dandenong Inc.

Office - Paddy O'Donoghue Center 18 Buckley St Noble Park

Plan completed by: J Keane

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Next Review June 2022

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

Please refer to the following documents for additional information

Covid Policy Dandenong U3A Inc.

Timetable for Course times, Course Coordinators/Tutors and Covid Marshals

Dandenong U3A Covid management plan for the relevant venue



Practice physical distancing

Requirements and recommendations	Action
<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements.</p> <p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square meter or one person per two square meters may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • signage • furniture placement • density quotients • working from home arrangements and rostering, seating • lift protocols • staggered tea breaks. <p><i>Example: Rearrange, remove or cordon off furniture in common areas to practice physical distancing, stagger seating so workers are not facing one another.</i></p> <p>Who is responsible? <i>Example: Office Manager</i></p>	<p>Signs, floor markings, furniture arrangement and patron limits are governed by the Dandenong Council and we will abide by these rules.</p> <p>Minimise the time spent by members in shared areas</p> <p>City of Greater Dandenong is responsible for setting patron limits and furniture arrangements where appropriate.</p> <p>Patron limits will be set in UMAS (membership system) to control number of members enrolling into each course – responsibility – Membership officer</p> <p>Tutor/Course coordinator and Covid marshal are responsible for compliance during course times</p>

Requirements and recommendations	Action
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • staff rostering • workforce bubbles • staggered start and finish times. <p><i>Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.</i></p> <p>Who is responsible?</p> <p><i>Example: Duty Manager</i></p>	<p>These limits have been entered into the enrolment system (UMAS) so members exceeding the limits will be placed on a wait list.</p> <p>Refer above</p>
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 meters in the workplace. How will you do this?</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • signage • floor marking • entry/exits management • delivery protocols • repurposing rooms and spaces. <p><i>Example: Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce congregation of workers.</i></p> <p>Who is responsible?</p> <p><i>Example: Team Leader</i></p>	<p>City of Greater Dandenong is responsible for setting patron limits and furniture arrangements where appropriate.</p> <p>Patron limits will be set in UMAS (membership system) to control number of members enrolling into each course – responsibility – Membership officer</p> <p>Tutor/Course coordinator and Covid marshal are responsible for compliance during course times</p>
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • physical distancing • carpooling • social interaction • hand/cough hygiene • sick days, face masks. <p><i>Example: Inform workers to follow current public health directions when carpooling.</i></p> <p>Who is Responsible?</p> <p><i>Example: Site manager</i></p>	<p>Educate / remind members on strategies to maintain physical distancing (ie placement of furniture) and standard hygiene</p> <p>Tutor/Course coordinator and Covid marshal are responsible for compliance during course times</p>



Wear a face mask

Requirements and recommendations	Action
<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements. You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit Face masks.</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • signage • training/guidance for correct fit, use and disposal of PPE • daily washing of reusable face masks • face mask supplies and provision. <p><i>Example: Monitoring use of face coverings for workers unless a lawful exception applies.</i></p> <p>Who is Responsible? <i>Example: Team Leader</i></p>	<p>All members notified of current face mask requirements by email and class notice when changes occur.</p> <p>Face masks are supplied in each venue incase members have forgotten theirs.</p> <p>Notifications issued via UMAS system email – Responsibility - President</p> <p>Tutor/Course coordinator and Covid marshal are responsible for compliance during course times</p>
<p>You should provide training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • signage • training/guidance for correct fit, use and disposal of PPE • daily washing of reusable face masks • disposable face mask availability. <p><i>Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn.</i></p> <p>Who is Responsible? <i>Example: Team Leader</i></p>	<p>Refresher training to be provided at start of each semester</p> <p>Responsibility - President</p>

Requirements and recommendations	Action
<p>If your industry is subject to additional industry obligations, you may also be required to adhere to additional face mask requirements.</p> <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. <p>How will you do this? For more information visit Additional Industry Obligations.</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • training • signage • communications • supplies. <p><i>Example: Monitor face mask requirements and communicate changes to staff.</i></p> <p>Who is Responsible?</p> <p><i>Example: Site Manager</i></p>	<p>No addition requirements applicable</p>



Practice good hygiene

Requirements and recommendations	Action
<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements. You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items for example, doorknobs, telephones, toilets and handrails. How will you do this? For more information visit: Cleaning and disinfection</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • stock appropriate cleaning and disinfection products • cleaning during and between shifts • soap and hand sanitizer • cleaning roster • cleaning log • replacement of high-touch communal items • reviewing whether communal items could be made available to only one staff member. <p><i>Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.</i></p> <p>Who is Responsible? <i>Example: Office Manager</i></p>	<p>At the end of a class, class members will tidy and clean room, sanitise desk and chair. Sanitise any share surfaces as required. Alternatively, this may be done by one or two class members or Tutor/course coordinator or Covid marshal depending on what works best for the group.</p> <p>Each venue has a bag or box with Hand sanitiser, disposable gloves, spare face masks, paper towel and disinfectant spray supplied.</p> <p>A committee member has been assigned to each venue to ensure these items are well stocked.</p> <p>Tutor/Course coordinator and Covid marshal are responsible for compliance cleaning requirements</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • signage • location. <p><i>Example: Display a cleaning roster on the notice board of the kitchen space.</i></p> <p>Who is Responsible? <i>Example: Assistant Manager.</i></p>	<p>Cleaning log is provided with cleaning supplies.</p> <p>City of Greater Dandenong supplies the Cleaning log book</p> <p>Tutor/Course coordinator and Covid marshal are responsible entries in the cleaning log</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • location • rubbish bins • supplies • signage. <p><i>Example: Ensure rubbish bins are available to dispose of paper towels.</i></p> <p>Who is Responsible? <i>Example: Assistant Manager</i></p>	<p>City of Greater Dandenong is responsible for providing consumables in shared areas and bathroom facilities.</p> <p>Hand sanitiser is provided by U3A Dandenong with cleaning supplies</p>

Requirements and recommendations	Action
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • ensure all areas where workers are working are cleaned at least once daily • adhere to additional hygiene training requirements. <p>For more information visit Additional Industry Obligations.</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • signage • Scheduling • training • monitor supplies • shared equipment. <p><i>Example: Identify which products are required for thorough cleaning.</i></p> <p>Who is responsible? <i>Example: Office Manager</i></p>	<p>Greater Dandenong Council is responsible for cleaning shared spaces at end of the day</p>



Record Keeping

Requirements and recommendations	Action
<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements.</p> <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit About the free Victorian Government QR Code Service.</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • signage • IT capability • communications • staff contact details • protocols for collecting and storing information • privacy obligations • alternative record keeping methods for periods of power outage or those without mobile phones. <p><i>Example: Use the free Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.</i></p> <p>Who is responsible?</p> <p><i>Example: Office Manager</i></p>	<p>All members are required to indicate if they are fully vaccinated in their membership record before they can enrol in face to face courses.</p> <p>The vaccination will be verified by the tutor/course coordinator or covid Marshal and recorded on the attendance sheet.</p> <p>All members are required to sign in using the QR code. Were members do not have the ability to sign in they are responsible for asking and ensuring another member signs them in.</p> <p>Covid marshal can assist members with signing in and will check all members have signed in.</p> <p>City of Greater Dandenong provides the QR codes for each venue</p> <p>Tutors are required to keep their attendance records.</p>
<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements.</p> <p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: COVID Check-in Marshals and COVID Marshals.</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • staffing requirements • training • signage • kiosk check-in • alternative record-keeping methods. <p><i>Example: Station a staff member at all public entrances to the workplace.</i></p> <p>Who is responsible?</p> <p><i>Example: Duty Manager</i></p>	<p>Covid marshals have been assigned to each course to assist with signing in and other covid 19 requirements</p> <p>Health and Safety officer shall ensure Tutors are trained as covid marshals and have another class member trained as a covid marshal.</p>

<p>This is a mandatory public health requirement, and you must detail how you will meet these requirements. You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this? For more information visit: Getting tested</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • HR support • communications. <p><i>Example: Communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.</i></p> <p>Who is responsible? <i>Example: Manager</i></p>	<p>Refer to Dandenong U3A Covid19 management Plan sections 5 & 6</p> <p>During course times – Tutor/course coordinator and Covid marshal</p> <p>Overall management – President and Program Coordinator</p>
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this? This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: Business Victoria's Emergency Planning.</p> <p>Describe what you will do Consider:</p> <ul style="list-style-type: none"> • HR support • communications • cleaning • contact lists • business closure/reopening. <p><i>Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.</i></p> <p>Who is responsible? <i>Example: Area Manager</i></p> <ul style="list-style-type: none"> • 	<p>Refer to Dandenong U3A Covid19 management Plan sections 5 & 6</p> <p>Overall management – President and Program Coordinator</p>



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p> <p>Describe what you will do</p> <p>Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.</p> <p><i>Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.</i></p> <p>Who is responsible?</p> <p><i>Example: Office Manager</i></p>	<p>Indoor activities are scheduled for 2 hours or less.</p> <p>Break of 1 hour is scheduled between consecutive classes.</p> <p>City of Greater Dandenong is responsible for enhancing ventilation in the venue.</p> <p>Responsibility – Program Coordinator</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> ask workers to declare in writing, before each shift, that they are free of COVID-19 symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. conduct surveillance testing. <p>How will you do this?</p> <p>For more information visit Additional Industry Obligations.</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> HR support communications record keeping protocols. <p><i>Example: Provide workers with a health questionnaire to complete before their shift.</i></p> <p>Who is responsible?</p> <p><i>Example: Manager</i></p>	<p>When members enter the venue for their course they are asked if they are well and free of covid symptoms, they sign in and are marked off on the attendance sheet</p>



Create workforce bubbles

Requirements and recommendations	Action
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • rosters • working across multiple sites • staggered start and finish times • break times • shared facilities • workers not mixing across different shifts or between shifts (cross-over times) • separate entrances. <p><i>Example: Stagger start / finish times, shifts and break times to reduce use of common areas at the same time.</i></p> <p>Who is responsible?</p> <p><i>Example: Area Manager</i></p>	<p>Many members attend only one course a week.</p> <p>Most classes are small due to room number restrictions</p> <p>There is a time gap between classes.</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: Additional Industry Obligations.</p> <p>Describe what you will do</p> <p>Consider:</p> <ul style="list-style-type: none"> • rosters • working across multiple sites • staggered start and finish times • break times • shared facilities • workers not mixing across different shifts. <p><i>Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.</i></p> <p>Who is responsible?</p> <p><i>Example: Site Manager</i></p>	<p>Dandenong U3A uses several venues and members may attend the different venues – Many members attend only one course a week.</p>