



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: Tibetan Buddhist Society

Plan completed by: Directors

Date reviewed: 4 Feb 2021



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



- Communicate to visitors to stay home if they have symptoms
- Display signs to show limits in key rooms such as temple, bathroom, and kitchen area
- Limit numbers of attendees as per capacity requirements at religious ceremonies to facilitate social distancing in all areas
- Serve food/drink in outdoor areas if possible
- Offer a combination of on site and online classes to reduce capacity on-site
- Use floor markings to provide minimum physical distancing
- Allocate different doors for entry and exit

Delivery protocols:

- PPE is to be worn before exiting the vehicle –
- Produce/goods is to be left in a safe place –

The person is not to enter the home under any circumstances –

Social distancing is to be maintained –

The visit is to be no greater than 10 minutes

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

- Comply with relevant density quotient and signage requirements
- Measuring temple space for minimum of one person per two square meters if using QR code (otherwise four square metre rules apply) - 100
- Limiting numbers to a comfortable number well below 60 (capacity requirements) or discuss
- Spacing requirements at dining tables
- Signage on dining tables not to add more chairs or move them closer
- Reinforce to visitors that food CANNOT be shared

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

• Covid guidelines loaded to website Informing stakeholders re Covid steps Carpooling advice??

• Reinforcing the importance of not attending the centre for any reason if unwell

• Reinforce messaging that physical distancing needs to be maintained during work, classes and during social interactions

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.

- Communication requesting visitors to wear masks indoors (**mandatory from 4 Feb**)

- Communication requesting visitors to wear masks outdoors where they cannot maintain 1.5m distance from others

- Supply of masks if anyone has forgotten

- Directional rope barriers if needed

- Install Perspex barrier on Enjoyment shop counter **and for food service**

- Placement of posters in highly visible locations

- **Facemask posters put up again**

- Make rubbish bins available for disposal of used disposable face masks

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



3. Practise good hygiene

Requirements



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.

Action

- Identify high touch areas and roster cleaning 2 times a day when visitors attend (before & after session)
- Weekly cleaning of all other areas
- Monitor supplies of cleaning products and regularly restock
- Use of paper mugs and plates
- Swap shared condiments for individual sachets ie, sugar, sauce, dressings,
- Food is covered prior to serving
- Regular sanitising of public areas
- Consider use of seats not cushions and mats that need steam cleaning(Christine research)
- Request attendees to bring own cushion and under mat and cloth/mat if doing prostrations.
- Provide prayer sheets digitally, laminated (clean between use), or single use
- Sanitise between mtgs or classes
- Cordon off indoor soft furnishing chairs
- Establishment of a cleaning log
- Display cleaning register and monitor
- Roster volunteers for cleaning and to complete register
- Soap, hand sanitiser and surface cleaner placed throughout the premises
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of soap and sanitiser
- Display posters at basins on how to wash and sanitise hands correctly

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



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

Action

- Communications advising volunteers and visitors not to attend or go home if unwell
- If cannot go home immediately then identify a room to isolate them until they can leave

- Community contingency plan to include:
 - methods to manage any notification that a person with COVID-19 has been on site with immediate isolation of any resident in contact with the person who has tested positive
 - cancellation and closure of all centre activities such as classes, events etc. until further notice
 - notice that no external visitors allowed
 - full clean internally or if not possible by external cleaner in full PPE

If there is a confirmed case of coronavirus (COVID-19) at your workplace, you must:

<https://www.coronavirus.vic.gov.au/confirmed-case-workplace>

Immediately

- Direct the visitor/resident to return home and isolate immediately, whether or not they have symptoms.
- Once home, the visitor/resident must wait for further instructions from the Victorian Department of Health and Human Services (DHHS).
- Notify the department by completing the Employer COVID-19 notification form (Word) and emailing covidemployernotifications@dhhs.vic.gov.au. If DHHS has not contacted you within 24 hours of notification please call 1300 651 160.
- Notify visitors, residents, volunteers, suppliers that there is a confirmed positive case.
- Notify WorkSafe and other relevant industry bodies.

Within 48 hours

- Complete the Workplace risk assessment (Word).
- Identify workplace close contacts by completing the Close contact spreadsheet (Excel). Your immediate action assists DHHS with contact tracing. DHHS will review the spreadsheet to confirm and identify any additional close contacts.
- Submit the Workplace risk assessment (Word) and Close contact spreadsheet (Excel) by emailing: covidemployernotifications@dhhs.vic.gov.au
- Notify identified close contacts – ask them to quarantine and watch for symptoms. DHHS will also contact close contacts to explain what they need to do, offer assistance, and support them throughout their quarantine period.
- Consider closing or vacating the workplace if required. DHHS will work with you on the measures you need to take and advise when it is safe for your business to reopen.

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- Deep clean the workplace or areas identified in the Workplace risk assessment.
 - For more detailed instructions see the Confirmed case checklist (Word).
 - If you need help with any of these steps, please call DHHS on 1300 651 160.
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You must keep records of all people who enter the workplace for contact tracing.

- QR code linked to internal TBS Formstack form, and manual contact registers in temple & central house (& pool room?)
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You should implement a screening system that involves temperature checking upon entry into a workplace.

n/a

 **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

- Refreshments and meals served and eaten outdoors unless not possible due to inclement weather.
- Buildings are well aired by opening windows and doors in temple, kitchen and bathrooms during classes and events
- Encourage social interactions to occur outdoors
- Discourage lingering indoors
- Directors to role model and encourage safe behaviours

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.



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 vic.gov.au.



1. Ensure physical distancing

Requirements

Action (examples)



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

- Identify areas that require floor marking, 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.
- Outlining the maximum occupancy of areas that are open to the general public, and information about signage



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

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
- Comply with relevant density quotient and signage requirements in the Workplace Directions

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

- 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 coverings and PPE
- Ensure compliance with restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there



1. Ensure physical distancing (continued)

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



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
- A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements

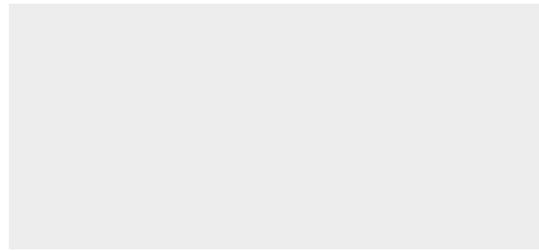
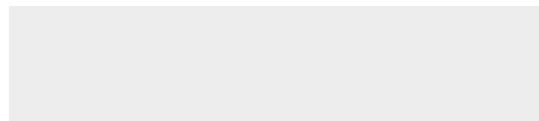
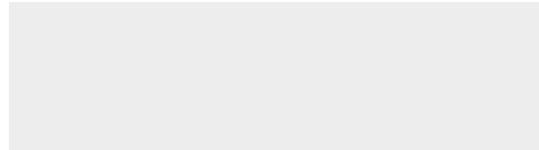
You should install screens or barriers in the workspace for additional protection where relevant.

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.

Action (examples)

- Identifying face coverings 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



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



3. Practise good hygiene

Requirements



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

Action (examples)

- 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
- Swapping shared coffee and condiments for single serve sachets
- 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

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.

- 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 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 (examples)



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:

- 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

- 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 DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying Worksafe that the site is reopening



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

- 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

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



4. Keep records and act quickly if workers become unwell (continued)

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

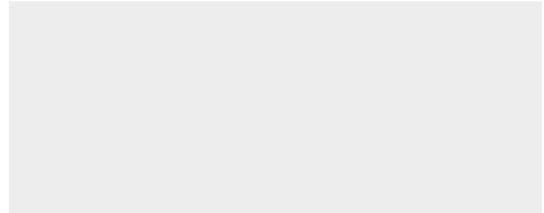
Requirements

You should reduce the amount of time workers 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 (examples)

Making sure that windows and air conditioning **are** set for optimum air flow at the start of each workday or shift



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 (examples)

- Communicate to workers so they understand they cannot work across multiple sites
- 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

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.