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:
coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities

This symbol indicates 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

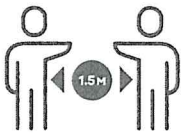Business name: **The Astor Theatre / Imperial Cinema Services Pty Ltd**

Address: **1 Chapel Street, St Kilda, 3182**

Plan completed by: **Beth Joslin**

Job title: **General Manager**

Date reviewed: **24/12/21**

Next review:

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1. Physical distancing

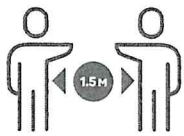| RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this? • Density quotients can change. One person per four square metre or one person per two square metres 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. For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business	Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks *Example: Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.* Full capacity allowed, social distancing encouraged by patrons. Venue capacity is 1000. Due to being a venue of 1000+, an up to date Covid Safe Plan is available on our website Designated delivery spot for all deliveries.	*Example: Office Manager* Manager or Supervisor on shift
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?	Consider: staff rostering, workforce bubbles, staggered start and finish times. *Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* Staff rostering to allow for minimal on shift staff contact Staff start and finish times as well as breaks staggered where possible	*Example: Duty Manager* Manager or Supervisor on shift

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RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	Consider: signage, floor marking, entry/exits management, delivery protocols, repurposing rooms and spaces. *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.* Staff working to observe and adhere to social distancing recommendations whilst behind bar and ticket box office. Point of sale units will only be used if they are 1.5m apart where possible.	*Example: Team Leader* Manager or Supervisor on shift
You should give training to workers on physical distancing while working and socialising. How will you do this?	Consider: physical distancing, carpooling, social interaction, hand/cough hygiene, sick days, face masks. *Example: Inform workers to follow current public health directions when carpooling.* All staff briefed and trained to acknowledge requirements.	*Example: Site Manager* Manager or Supervisor on shift

2. Face masks

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: coronavirus.vic.gov.au/face-masks	Consider: mask supplies and provision, signage, training/guidance for correct fit, use and disposal of PPE; daily washing of reusable face masks. *Example: Monitoring use of face coverings for workers, unless a lawful exception applies.* Masks are mandatory for staff and patrons. Masks can be removed in the cinema whilst eating or drinking. Staff are briefed on the current face mask requirements & recommendations. Masks are available for staff/ patrons who arrive not wearing one. Signage is visible for mandatory masks	*Example: Team Leader* Manager or Supervisor on shift
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	Consider: signage, training/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability. *Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn.* Staff have been briefed on how to correctly wear, use and dispose of PPE. Most staff have undertaken e-learning unit "Infection Control Training - COVID 19" from Australian Federal Government website - certificates kept on file.	*Example: Team Leader* Manager or Supervisor on shift

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2. Face masks (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
If your industry is subject to additional industry obligations, you may also be required to: • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. How will you do this? For more information visit coronavirus.vic.gov.au/additional-industry-obligations	Consider: training, <u>signage</u>, communications, supplies. *Example: Monitor face mask requirements and communicate changes to staff.* signage is visible to staff and patrons on mandatory mask wearing. Email and website communication on masks has been sent to staff and is available to the public.	*Example: Site Manager* manager or SV on shift.

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3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You **must** clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this? For more information visit: coronavirus.vic.gov.au/cleaning	Consider: stock appropriate cleaning and disinfection products, cleaning during and between shifts, soap and hand sanitiser, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member *Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.* Overnight sanitizing clean of all cinema chairs and surfaces Sanitizer bottles readily available in every bar and in stock room Regular cleaning between sessions of hard surfaces in cinemas and foyers - cleaning log kept in COVID folder	*Example: Officer Manager* Manager or Supervisor on shift
You should display a cleaning log in shared spaces. How will you do this?	Consider: signage, location. *Example: Display a cleaning roster on the notice board of the kitchen space.* Cleaning register to be filled out regularly by staff and signed off by supervisor/manager daily	*Example: Store Manager* Manager or Supervisor on shift

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REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?	Consider: location, rubbish bins, supplies, signage. *Example: Ensure rubbish bins are available to dispose of paper towels.* Automatic hand sanitizer units spread throughout the site Hand sanitizer located around the building and next to every service point	*Example: Assistant Manager* Manager or Supervisor on shift
If your industry is subject to additional industry obligations, you may also be required to: • ensure all areas where workers are working are cleaned at least once daily • adhere to additional hygiene training requirements. For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: signage, scheduling, training, monitor supplies, shared equipment. *Example: Identify which products are required for thorough cleaning.* n/a	*Example: Officer Manager*

4. Record keeping

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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? For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service	Consider: 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. *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.* Check in QR codes are located around the building. There is a dedicated staff member each night at the entrance to the building making sure people sign in on entry. Staff are aware they must check in at the start of every shift. There is a QR code by the sign in scanner and in the staff room.	*Example: Office Manager* Manager or Supervisor on shift

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REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Some venues **must** have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this? For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals	Consider: staffing requirements, training, signage, kiosk check-in, alternative record-keeping methods. *Example: Station a staff member at all public entrances to the workplace.* Dedicated person on COVID vaccination record checking and COVID sign in at the entrance to the cinema.	*Example: Duty Manager* Manager or Supervisor on shift
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: coronavirus.vic.gov.au/vaccine	Consider: HR support, communications. *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.* Staff illness procedure written by Imperial Cinema Services has been sent to all staff. No staff are to work if displaying symptoms of COVID-19 or have been identified as a close contact. They are aware they must go get tested, and demonstrate a negative result before returning to work.	*Example: Manager* Manager or Supervisor on shift

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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: • 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. For additional resources: business.vic.gov.au/emergency-planning	Consider: HR support, communications, cleaning, contact lists, business closure/reopening. *Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.* Staff have an illness procedure communicated to them to follow in event of illness. No staff are to work if displaying symptoms of COVID-19. Staff or patrons who come down with symptoms on site must be isolated and Emergency Outbreak Procedures are to be followed. QR check-in Codes displayed around venue. All bookings require contact tracing information.	*Example: Area Manager* Manager or Supervisor on shift

Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks. *Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.* Staff rostering to allow for minimal on shift staff contact Staff breaks staggered where possible. Air conditioning and fans on to optimize air flow within building	*Example: Office Manager* Manager or Supervisor on shift
If your industry is subject to additional industry obligations, you may also be required to: • 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. • conduct surveillance testing. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: HR support, communications, record keeping protocols. *Example: Provide workers with a health questionnaire to complete before their shift.* n/a	*Example: Manager*

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6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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?	Consider: 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. *Example: Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.* Minimal number of staff rostered on per night where possible. Staggered start and finish times. Staggered break times to reduce the use of common areas at the same time. Rostering same people on together where possible.	*Example: Area Manager* Manager or Supervisor on shift
If your industry is subject to additional industry obligations, you may also be required to: • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts. *Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.* n/a	*Example: Site Manager*

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