

# Creating a COVID Safe workplace

## What employers need to know



### All Victorian employers are required to have a COVID Safe Plan

Under the Stage 4 restrictions, there are new requirements for businesses. Certain services and industries will be able to remain operational, and will be required by law to have a COVID Safe Plan

### Employer obligations

Under the Stage 4 restrictions, workplaces that remain open must:

- have a COVID Safe Plan in place that is regularly updated (unless you are a small business with fewer than 5 employees)
- ensure that any workers that can work from home are able to do so
- collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply)
- one worker per four square metres of enclosed workspace or in shared areas
- unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers
- ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work
- if your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result
- report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- regularly clean your facilities, shared spaces and provide additional cleaning supplies
- undertake risk assessments for cleaning and the potential closure of your workplace in certain situations

### Your COVID Safe Plan

Your COVID Safe Plan helps protect your workers, customers and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in your workplace.

Your COVID Safe Plan must set out:

- Your actions to help prevent the introduction of coronavirus (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 coronavirus (COVID-19) in your workplace

This plan must demonstrate how you will meet all of the requirements set out by the Victorian Government. Some higher-risk industries or workplaces have additional requirements of employers and employees.

Further information and COVID Safe Plan templates will be made available on the [Business Victoria website](#).

For information on the latest restrictions and to understand if your business can open under Stage 4 restrictions, visit the [DHHS website](#).