COVIDSafe Plan

- 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

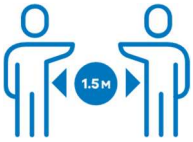Business name: Ripe 'N' Ready Cherry Farm

Address: 52 Arkwells Lane RED HILL VIC 3937

Plan completed by: Simon Easy

Job title: Owner/Farm Manager

Date reviewed: 4 November 2021

Next review: March 2022

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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	Implement signage – density requirements, good hygiene practices and COVID safe practices Implement place density quotients – 20 people allowed inside the farm shop at one time Entry to pick your own cherries will be directly into the orchard (outside) rather than entering inside the shop Ensure staggered staff lunch breaks	Farm manager
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?	Limited staff to work inside the farm shop at one time Entry to pick your own will be directly into the orchard	Farm manager
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	Rearrange furniture in farm shop to ensure staff have at least 1.5m physical distancing from the public Implement designated entry/exits points into farm	Farm manager

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should give training to workers on physical distancing while working and socialising. How will you do this?	Implement signage on hand/cough hygiene and correctly wearing face masks.	Farm manager

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	Implement signage on hand/cough hygiene, correctly wearing face masks and other COVID safe working practices. Supply mask supplies and other PPE Training/guidance for correct fit, use and disposal of PPE and daily washing of reusable face masks. Monitoring use of face coverings for workers unless a lawful exception applies.	Farm manager
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	Identifying face mask and PPE required for the workplace and describe when and how they need to be worn. Masks to be worn inside the farm shop at all times. Masks to be worn outside when 1.5m safe social distancing cannot be maintained	Farm manager
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	NA	

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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	Stock appropriate cleaning and disinfection products, Cleaning farm shop shared surfaces during the day Supply soap and hand sanitiser Automatic hand sanitiser available for staff and public	Farm manager
You should display a cleaning log in shared spaces. How will you do this?	Farm shop will be cleaned after every shift	Farm manager
You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?	Ensure soap and hand sanitiser is available to all staff Bins supplied for the disposal of paper towel	Farm manager

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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	Implement Victorian Government QR codes for check in for staff and public Maintain alternative record keeping methods for periods of power outage or those without mobile phones. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.	Farm manager
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	A staff member will be ensuring check in pick your own entrance	Farm manager
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	Communicate to staff their obligations while waiting for test result or are confirmed as a positive case.	Farm manager

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	Establish a process for notifying workers and close contacts about a positive case in the workplace.	Farm manager

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?	Enable lower-risk outdoor working environments, Enhance ventilation by opening both sets of doors in the farm shop and optimising fresh air flow	Farm manager
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	NA	

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?	Stagger break times to reduce use of common areas at the same time.	Farm manager
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	NA	