CANTEEN COVIDSAFE PLAN

This plan is to be completed for clubs wishing to open their canteens and must be kept within the canteen vicinity.

Instructions: Complete the club action in the right hand column based on the suggested Actions to consider.

Guidance	Possible actions to consider	Club Action – list here
Hygiene		
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	• *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 staff have information on how to wash and sanitise their hands correctly*	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	• *Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift*	
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	• *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 staff, unless a lawful exception applies*	
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	• *Educating staff 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*	
Replace high-touch communal items with alternatives.	• *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 staff with their own personal equipment, labelled with their name*	

CANTEEN COVIDSAFE PLAN

Guidance	Possible actions to consider	Club Action – list here
Cleaning		
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	• *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*	*Shared staff spaces must be cleaned at regular intervals.*
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• *Identify which products are required for thorough cleaning* • *Monitor supplies of cleaning products and regularly restock*	

Guidance	Possible actions to consider	Club Action – list here
Physical distancing and limiting workplace attendance		
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	• *Consider implementing temperature checking.* • *Asking workers to complete a health questionnaire before starting their shift*	*Employers must not require workers to work when unwell. Workers must not attend their workplace if they are being tested for coronavirus and must notify employers if they are a positive case. Workers who test positive must not work.*
Configure communal work areas and publicly accessible spaces so that: • **there is no more than one worker per four square meters of enclosed workspace** • **workers are spaced at least 1.5m apart** • **there is no more than one member of the public per four square meters of publicly available space.** **Also consider installing screens or barriers.**	• *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break* • *Comply with relevant density quotient and signage requirements in the Workplace Directions*	*The number of people allowed in shared staff spaces is limited to no more than density quotient allows (one person per four square meters).*
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.	• *Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas*	
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	• *Develop and educate staff on strategies and work practice changes to maintain physical distancing* • *Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions*	
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	• *Outlining the maximum occupancy of areas that are open to the general public, and information about signage*	

Guidance	Possible actions to consider	Club Action – list here
Record keeping		
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	• *Establish a process to collect records from staff 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 staff* • *Provide information on protocols for collecting and storing information*	*Workplaces are to establish and maintain a register of attendance for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.* *Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.* *Employers should note where staff are working across multiple sites (where this is unavoidable).*

Guidance	Possible actions to consider	Club Action – list here
Preparing your response to a suspected or confirmed COVID-19 case		
Prepare to identify close contacts and provide staff and visitor records to support contact tracing.	• *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing* • *Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details* • *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing*	*DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. Employers must comply with any further directions from DHHS as to further closure or cleaning.* *For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic.*
Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	• *Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces,* • *Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk*	*Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.* *Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected worker's workspace, areas where they attended and high-touch surfaces.* *Where a work premises has three or more suspected cases in a five-day period a risk assessment around the need to vacate the work premises is required.*

Guidance	Possible actions to consider	Club Action – list here
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	• *Identify an appropriate area to isolate the worker* • *Advise the worker to self-isolate and be tested* • *Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested* • *Outlining responsibility and process for entering details into relevant OHS system*	*A worker suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker must wear a mask and be physically distancing from all other staff persons. An employer must advise the worker to undergo a COVID-19 test and self-quarantine.*
Prepare to notify workforce and site visitors (including close contacts)	• *Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers* • *Establish an effective way of quickly communicating with workers where there is or has been a confirmed case*	*For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).* *For all suspected or confirmed cases, employers must inform all workers at the workplace (including the Health and Safety Representative) to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.* *All workers at the work premises must be notified if there is a confirmed case.*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	• *Establish a process and responsibility for notifying WorkSafe and your health and safety representative* •	*Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.* *Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning*
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	• *Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite* • *Establish a process for notifying Worksafe that the site is reopening*	*Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).* *You must seek approval from DHHS to open the workplace once you have complied with all the requirements under the directions* *WorkSafe must be notified that the workplace is reopening.*