

Industry Restart Guidelines: Community Sport and Recreation

December 2020



Current restrictions on Community Sport and Recreation

All businesses need to know their obligations and ensure they understand the current restrictions in place throughout Victoria.

Victoria moved to COVIDSafe Summer restrictions from 11:59pm on Sunday 6 December 2020. These restrictions will be reviewed regularly, to ensure they reflect current public health advice.

Industry Restart Guidelines have been prepared to assist workplaces to operate safely, in accordance with the easing of restrictions, while ensuring the public feels confident that their health and safety is being protected. Workplaces covered include community sports venues, facilities, courts, clubs, communal facilities and outdoor recreation facilities and settings. Restrictions may be updated at any time based on the latest public health advice.

For the purposes of the restrictions, indoor premises are areas that are substantially enclosed by a roof and walls (for example, rooms, indoor courts, pavilions, warehouses and studios). All other premises are considered outdoors (for example, ovals, outdoor courts etc.).

These guidelines do not cover facilities such as: gyms, health clubs, wellness clubs, studios, swimming pools and saunas, indoor courts, rinks, bowling alleys or other sporting facilities. These are referred to in the Physical Recreation Industry Restart Guidelines.

Under directions issued under the *Public Health and Wellbeing Act*, all Victorian workplaces in this industry must abide by the following restrictions, **effective from 11.59pm 6 December 2020**.

These restrictions may be updated at any time based on the latest public health advice. You must stay up to date with any changes for your industry.

	Current restrictions
	Open with COVIDSafe requirements
COVIDSafe Plan	<ul style="list-style-type: none"> All workplaces with onsite operations must have a COVIDSafe Plan. Home-based businesses must also have a COVIDSafe Plan. Venues with capacity of greater than 500 patrons must publish their COVIDSafe Plan on their website.
Capacity	<p>Indoor physical recreation and community sport (all venues):</p> <ul style="list-style-type: none"> Open, subject to density quotient of one person per four square metres when staffed and density quotient of one person per eight square metres when unstaffed. Group/class limit maximum of 50 people (excluding anyone necessary to run the class). <p>Outdoor physical recreation and community sport (all venues):</p> <ul style="list-style-type: none"> Open, subject a limit of 1000 people and subject to density quotient of one person per two square metres, if the venue is using electronic records (e.g., QR code system), or one person per four square metres if using manual records. Group/class limit maximum of 100 people (excluding anyone necessary to run the class) <p>Fixed seated spaces in sporting facilities (all venues):</p> <ul style="list-style-type: none"> The lesser of 1000 patrons and 75% of the fixed seated capacity, calculated per space (e.g., a spectator area.) All fixed seated spaces in sporting facilities (in all circumstances e.g. professional sport, community sport, physical recreation etc) must apply the restrictions developed for entertainment venues when used as a spectator venue (e.g. when the bleachers are used for the spectators of a basketball game or a swimming meet). The density quotient does not apply to seated areas. Workers (e.g. professional sports players and those associated with the sport including coaches, trainers and umpires) are not included in the capacity limit. <p>General</p> <ul style="list-style-type: none"> Staggered class times are recommended, with a time gap of 15 minutes between sessions to avoid congregation or exceeding group limits. Ensure that the entry and exit or foyer areas do not become congested, people can maintain physical distancing and mixing of separate groups is minimised as much as possible. Developing a COVIDSafe Plan will assist venue operators manage event-related risks. Venues hosting events for greater than 1000 people can apply under the Public Events Framework.

Last updated: 6 December 2020

Current restrictions on Community Sport and Recreation

All businesses need to know their obligations and ensure they understand the current restrictions in place throughout Victoria.

Current restrictions	
Open with COVIDSafe requirements	
Record keeping	<p>For all Victorian workplaces:</p> <ul style="list-style-type: none"> Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes, including first name, contact number, date and time of visit and areas of the workplace visited. Employers are strongly recommended to use electronic record keeping for this purpose. This includes the free Victorian Government's QR Code Service. Employers must keep records to show compliance with directions in force including all logs created during the time of directions being in force, work premises rosters, time and attendance records and payroll data.
Face masks	<ul style="list-style-type: none"> Face masks must be carried at all times. Face masks must be worn on public transport, in commercial passenger vehicles (e.g. taxis and rideshare), shopping centres and indoor markets and in large format retail stores (e.g. department stores and supermarkets), unless a lawful reason not to wear one applies. Face masks are strongly recommended whenever physical distancing of 1.5 metres from others cannot be maintained. Further details on mask wearing requirements are available here.
Signage	<p>For all Victorian workplaces:</p> <ul style="list-style-type: none"> Where a workplace has a publicly accessible space, employers must display signage at each public entry to each indoor and outdoor space, indicating maximum capacity, face mask restrictions where required, COVIDSafe hygiene and physical distancing requirements.
Cleaning	<p>For all Victorian workplaces:</p> <ul style="list-style-type: none"> Employers should ensure shared spaces and public spaces are cleaned with disinfectant regularly, with high touch surfaces cleaned twice each day. Shared equipment should be cleaned between uses. <p>For physical recreation businesses:</p> <ul style="list-style-type: none"> If the gym or recreation facility is unstaffed, cleaning equipment, including disinfectant, must be provided by gym owners. If any shared equipment is to be used, it must be cleaned and disinfected between users
COVID Marshals	<p>COVID Marshals: cardio or strength training facilities must have a COVID Marshal onsite when the facility is unstaffed. COVID Marshals are no longer required if the cardio or strength training facility is unstaffed. Examples: a cardio or strength facility featuring cardio equipment (such as exercise bikes, elliptical trainers, steppers and rowing machines), free weights, kettlebells and weight and/or strength training equipment and machines. A cardio or strength training facility may be a stand-alone facility or part of another facility (such as a gymnasium, health club, fitness centre or personal training facility). For more information about the role of COVID Marshals, visit https://www.coronavirus.vic.gov.au/covid-marshals</p>
Other	<ul style="list-style-type: none"> Play centres, indoor skateparks and indoor trampolining centres: Limited to the number permitted by the density quotient of one person per four square metres. Spectators, parents, carers are permitted subject to the density quotient. Professional sport: training and competition for professional sport can operate. Refer to the Outdoor Entertainment Guidelines, Indoor Entertainment Guidelines, and Public Events Framework. <p>Facilities use and access</p> <p>A large multi-purpose sport and recreation facility which includes more than one separated venue/facility like a swimming pool, fitness gymnasium, basketball courts can operate all of the separated facilities in accordance to the health directions and density requirements for that particular activity. It is critical to ensure that the entry and exit or foyer areas do not become congested, people can maintain social distancing and mixing of separate groups is minimised as much as possible at these large venues.</p>

Last updated: 6 December 2020

Six COVIDSafe Principles

All work premises must have a **COVIDSafe Plan** (see [Creating a COVIDSafe Plan](#)). A COVIDSafe Plan applies the six COVIDSafe Principles and sets out actions to help prevent the introduction of coronavirus (COVID-19) in the workplace. Display COVIDSafe signage in appropriate, high visibility locations.



1. Ensure physical distancing

All people in the workplace should be at least 1.5 metres apart and there should be no overcrowded areas. This means:

- Work from home if you can. Employers must permit their workers to work from home if their work can be done from home
- Ensure workers and customers are 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised
- Ensure the workplace abides by the relevant density quotient
- Limit the total number of workers and customers in an enclosed area
- Avoid carpooling where possible.



2. Wear a face mask

Face masks must be carried at all times in Victoria and are strongly recommended to be worn when physical distancing cannot be maintained. Face masks must be worn:

- on public transport
- in commercial passenger vehicles (e.g. taxis and rideshare)
- in shopping centres and indoor markets and in large format retail stores (e.g. department stores and supermarkets)

Face masks do not need to be worn if a lawful reason not to wear one applies.



3. Practise good hygiene

Operators must regularly clean high touch-surfaces and encourage good hygiene practices by workers and customers. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose
- Encourage regular handwashing by workers and customers, and make soap and hand sanitiser available for all workers and customers throughout the workplace.



4. Keep records and act quickly if workers become unwell

Have a strict policy that any workers who feels unwell must stay at home. This means:

- Support workers to stay home and get tested even if they only have mild symptoms
- Have a plan in place to immediately close down for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19)
- Keep records of workers and customer details for contact tracing
- Ask workers to complete a pre-shift declaration (recommended).



5. Avoid interactions in enclosed spaces

Where possible, move activities to an outdoor area. This includes:

- Meetings
- Lunch breaks
- Customer registration.



6. Create workforce bubbles

Limit the number of people that workers are in prolonged close contact with. This means:

- Keep pools of workers rostered on the same shifts
- Avoid overlap in shift changes
- Limit or decrease the number of visitors or workers attending multiple worksites where possible.

Creating a COVIDSafe environment: Community sport and recreation

All work premises **must** ensure they apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

Workplaces included: courts, ovals, parks or other sporting facilities. Trainers/instructors do not need to be included in the capacity limit. It is a limit on number of volunteers, parents, carers and participants only.

Face mask requirements

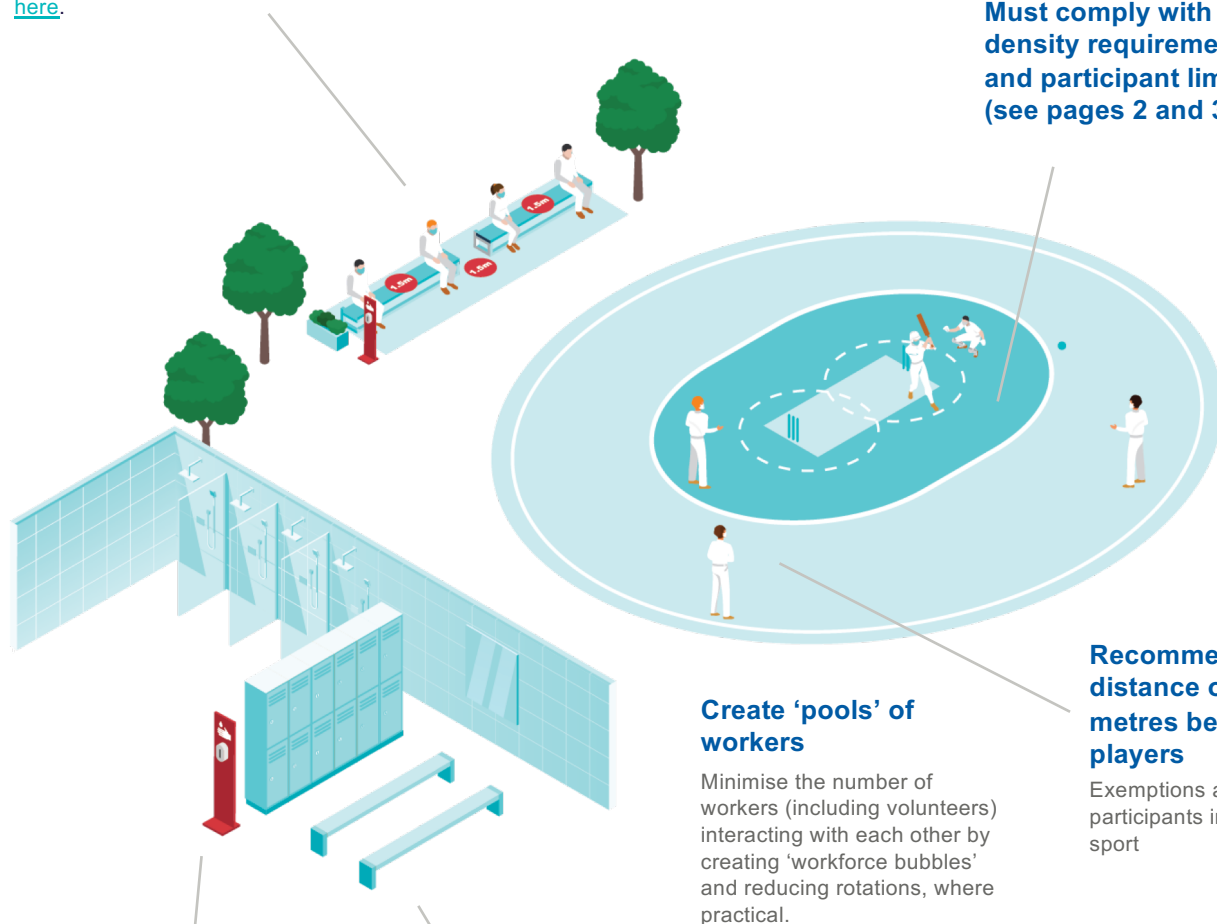
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Display [signage](#) at each public entry to each indoor and outdoor space, indicating maximum capacity

Record-keeping for trainer/instructor to complete

Trainer/instructor to keep a record of people visitors who attend the venue or sport location (e.g., a park) for longer than 15 minutes.

Must comply with density requirements and participant limits (see pages 2 and 3)



Create 'pools' of workers

Minimise the number of workers (including volunteers) interacting with each other by creating 'workforce bubbles' and reducing rotations, where practical.

Recommend distance of 1.5 metres between players

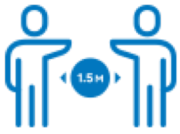
Exemptions apply for participants in contact sport

Hand sanitiser made available

Change rooms, showers and toilets open

Cleaning and disinfecting schedule

Implement and display a cleaning schedule so it is easily accessible to workers.



1. Ensure physical distancing

Physical distancing remains one of the most effective ways of minimising the spread of coronavirus (COVID-19) and is a vital part of creating a safe working environment.

Employers should implement physical distancing measures to create a COVIDSafe workplace. This means keeping a minimum distance of at least 1.5 metres between workers and visitors, where industry practices allow.

Density quotients apply to the number of people who can be in a venue or facility at the same time (see the 'Current Restrictions' table in this guideline).

Where a business has publicly accessible space(s), the business must display a sign at each public entrance to each space that specifies the maximum number of members of the public that may be present in the space at a single time. For additional information on calculating your density quotient, visit: [Two, four and eight square metre rules](#)

All community sport and recreation clubs that operate a restaurant, café or canteen in their facility must adhere to restrictions that apply to the hospitality industry. For more information on current restrictions, please refer to the [Hospitality Industry Restart Guidelines](#).

Ensuring physical distancing in your workplace

Worker breaks

Spread out break times to reduce the number of workers using communal facilities at the same time. Encourage workers to take breaks outdoors.

Minimise contact

Remove excess chairs and tables from communal break areas to encourage workers to maintain a minimum of 1.5 metres from one another.

Maintain physical distancing

Provide physical barriers to ensure physical distancing is maintained; consider installation of sneeze guards between operational areas or desk spaces between workers; and separate entry and exit points if practicable.

Training for workers

Provide all workers with training and guidance on physical distancing expectations while undertaking work tasks and socialising during breaks.

Provide site inductions

Establish appropriate site induction and training materials to inform workers of relevant coronavirus (COVID-19) risk management policies and procedures.

Work from home arrangements

Develop and provide workers with IT related guidance to enable remote working arrangements, including connecting to the internet, use of VPN services, accessing relevant software and utilising platforms to facilitate virtual collaboration.

Implement virtual meetings

Pre-shift meetings and training should be held virtually or in areas that allow for appropriate physical distancing between workers, preferably outdoors. Food and beverages should not be shared.

Avoid carpooling

Workers should avoid carpooling where possible. Employers should assist workers to find alternate transport options.

Floor markings

Use floor markings to provide physical distancing guides in areas that are likely to create a congregation of workers, customers or visitors (e.g. entrances and exits, counters, cashiers and break areas).



1. Ensure physical distancing - continued

Physical distancing remains one of the most effective ways of minimising the spread of coronavirus (COVID-19) and is a vital part of creating a safe working environment.

Ensuring physical distancing in your workplace

Worker change rooms

Consider increasing the number of areas for changing and staggering change times where practical.

Maintain physical distancing

Provide physical barriers or floor markings to ensure physical distancing is maintained in classes and within the venue/facility (for example, at drink stations within swimming pool centres); consider installation of sneeze guards and separate entry and exit points if practical to minimise participant movement.

Control the number of participants

Display a sign at each public entry that includes information on the maximum number of people that can be in the space at a single time.

Control access to participant congregation areas (e.g. waiting areas) to assist your workers in encouraging participant compliance (including nominating a key COVID-19 Response Officer).

Display signage

Consider displaying [signage](#) and using floor markings in high-use areas to educate staff, participants and customers on distancing requirements (e.g. in entrances).

Encourage cashless transactions

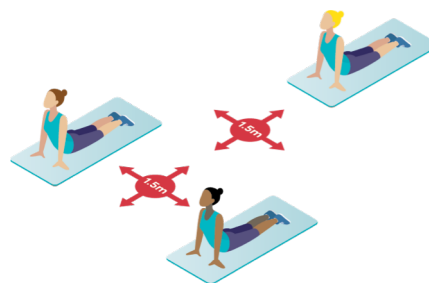
Limit the use of cash transactions by encouraging customers to use tap and go, online ticketing or other contactless payment options.

Reduce risks

Use any other reasonable physical distancing measures to implement relevant recommendations by the Victorian Government to manage public health risks at your venue/facility.

Equipment spacing

Equipment should be spaced so that workers, volunteers and participants using neighbouring equipment remain 1.5 metres apart (for example, yoga mats).





2. Wear a face mask

Face masks must be carried at all times in Victoria and are strongly recommended to be worn when physical distancing cannot be maintained. Face masks must be worn on public transport, in commercial passenger vehicles (e.g. taxis and rideshare), shopping centres, indoor markets and in large format retail stores (e.g. department stores and supermarkets), unless a [lawful reason](#) not to wear one applies.

A face mask must be fitted and cover the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements. Please refer to the [Department of Health and Human Services' guidelines](#) for further information. For the purposes of minimising environmental impact, reusable masks should be used instead of disposal alternatives where possible. Stay informed about the latest public health advice on washing your reusable masks.

Employers should encourage their workers to bring their own face mask. Where employers require employees to wear masks, there is an obligation for employers to provide a face mask if the worker does not have one. Where the work or task requires the use of specific types of face masks in the workplace, these must be provided by the employer. Where a worker seeks to provide and use their own face mask at work, an employer must ensure that it is meeting its obligations under the current Public Health Directions and the OHS legislative framework.

Employers have a responsibility to identify whether there is a risk to the health of workers from exposure to coronavirus (COVID-19) at their workplace.

Employers and workers have legal duties under the Occupational Health and Safety Act 2004. See [WorkSafe Victoria](#) for information about minimising health risks in your workplace.

Additional information

Responsibility for wearing a face mask

Responsibility for wearing a face mask rests with the individual. Employers must take reasonable steps to ensure their employees wear a face mask at all times when working at the employer's premises, unless there is a lawful reason not to wear one a lawful exception applies.

Type of face masks recommended

Workers and participants can wear any type of face mask, such as cloth masks or single use surgical mask, that covers the nose and mouth to provide the wearer protection against infection. A face shield does not meet these requirements.

Provide training on how to use PPE

Consider providing all workers with training/guidance on how to use PPE (e.g. face masks, face shields, gloves, etc) while undertaking work tasks and socialising during breaks.

Removing face masks to communicate

A face mask may be removed where a worker is communicating with another person who is deaf or hard of hearing, and the ability to see the mouth is essential for communication. You should maintain physical distancing of at least 1.5 metres.

Refusing service of customers not wearing a face mask

For the safety of workers and other customers, a business owner or worker can refuse service to customers not wearing a face mask when it is required for that workplace.

Display signage

Where face masks are required for your industry, appropriate [signage](#) (e.g. posters) must be displayed at entrances to indicate face mask requirements. A workplace could also consider displaying signage that highlights appropriate hygiene practises for changing face masks, such as the importance of washing hands before and after changing a face mask.

Face masks recommended for vulnerable people

Face masks are strongly recommended for vulnerable individuals whenever leaving home and for all people indoors when unable to maintain physical distancing and outdoors when unable to physically distance.



3. Practise good hygiene

Additional hygiene measures are a priority. Business managers should review these guidelines to maintain good hygiene in their premises, and document hygiene practices in their COVIDSafe Plan.

Health and hygiene go hand in hand. To ensure the safety and wellbeing of your workers, business owners are encouraged to refer to WorkSafe Victoria, '[How employers can use occupational health and safety \(OHS\) practice to plan for a pandemic](#)'.

The Public Health and Wellbeing Regulations 2009 set out the requirements for businesses registered under the Act. Proprietors and workers should be familiar with the Australian Standards as they relate to their premises and businesses.

Workplace cleaning and disinfecting

Undertake initial pre-opening comprehensive cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms.

Further advice about cleaning can be found at [DHHS cleaning and disinfecting information](#).

Cleaning and disinfecting schedule

Ensure surfaces are cleaned regularly, with high-touch surfaces cleaned at least twice on each day.

Accessible cleaning products and disinfectants

Make cleaning products available near commonly used surfaces where possible (e.g. placing hand sanitiser near the printer/copiers, on tables and chairs, and in bathrooms).

Reduce high touch-points

Reduce touch points where possible, such as using contact-less payments and workplace access-cards, and using contact-less drink fountains and entry-points.

Customer change rooms

Ensure that change rooms are cleaned regularly as part of your cleaning and disinfecting schedule

Educate workers and visitors

Display posters on good hygiene and handwashing practices in prominent places and establish hygiene stations (with hand sanitiser) at entrances and throughout the workplace to encourage hand hygiene of workers and customers. Check [information](#) about appropriate disposal of masks and other PPE.

Free infection control training

Free, short, accredited training is available to help workers identify and manage the ongoing risk of coronavirus (COVID-19) infections in the workplace.

[Free infection control training](#) will help businesses prepare to safely reopen and ensure their customers and workforce are protected. It is recommended that someone from each work premises completes this training.

Hygiene tips for workers

- Stay home if you are sick.
- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Wash or sanitize hands after making or receiving deliveries.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterwards.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- If you are required to wear gloves do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.

Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.



4. Keep records and act quickly if workers or customers become unwell

All businesses must keep records of every person attending the workplace and must record staff attendance and shift rosters – see below. Businesses must also have a response plan, as part of their COVIDSafe Plan, in case a person with coronavirus (COVID-19) attends their premises.

Workplace attendance register

Under current public health advice, all Victorian workplaces are required to establish and maintain a '[workplace attendance register](#)' of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers or visitors permitted in the workplace (including workplace inspectors).

If a worker or customer tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the 48 hours prior to the onset of their symptoms.

For more information regarding the definition of a close-contact, see: [DHHS coronavirus \(COVID-19\) Information](#)

Maintain business records

Under current public health advice, all Victorian workplaces must keep records to show compliance with these restrictions and must record worker movements, including rosters; time and attendance records; and payroll data.

Pre-shift declaration

It is recommended that workers declare in writing at the start of each shift and before entering a work premises that they are free of coronavirus (COVID-19) symptoms, have not been in contact with a confirmed case and are not currently required to self-isolate or self-quarantine.

Refer to the [Staff Health Questionnaire](#) within these guidelines.

If a customer or worker who is a confirmed case of coronavirus (COVID-19) has attended your business while they are infectious, you must:

□ Undertake a risk assessment

You must undertake a risk assessment to help determine what actions are required. This may include closing part or all of the work premises to allow a comprehensive clean, as well as the identification and notification of [close contacts](#).

For more information see the [Workplace guidance for managing suspected and confirmed cases \(including risk assessment template\)](#).

□ Contact DHHS and WorkSafe

- Notify DHHS of the case as per the Employer obligations in the Workplace Directions, providing it with your workplace attendance registers.
- Consult with DHHS on whether the business is required to stay closed for a short period to facilitate cleaning and enable contact tracing.
- Report the case to [WorkSafe](#)

□ Determine hot spots

- Determine what areas of the business were visited, used or impacted by the persons with coronavirus (COVID-19).

□ Clean the premises

- Close the affected area to prevent access prior to and during cleaning and disinfection.
- Consider engaging suitably qualified personnel to clean and disinfect the area.
- Open doors and windows to increase air circulation. Fans are not recommended.
- The workplace should be thoroughly cleaned and disinfected before it can be reopened and workers can return to work.

For more information, see [How to clean and disinfect after a COVID-19 case in non-healthcare settings](#)



4. Keep records and act quickly if workers or customers become unwell – continued

Next steps: Slowing the spread

DHHS actions

The Department of Health and Human Services (DHHS) will liaise with operators where someone has been at the business while infectious with coronavirus (COVID-19). DHHS may request information from the operator to assist with contact tracing. DHHS may also request the operator to assist with contact tracing. DHHS will contact anyone who is identified as a close contact of the case.

Business actions

Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.

Provide DHHS with a list of the customers, workers and other visitors (e.g. contractors, delivery workers) who may be close or casual contacts. Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes over the past 28 days. Any worker who tests positive for coronavirus (COVID-19) should remain in home isolation until they have been notified by DHHS that they are no longer required to self-isolate and have met its criteria for release. The worker should follow DHHS guidance and their employer's policy.

Close contacts

Workers who are determined by DHHS as close contacts of a person with coronavirus (COVID-19) must quarantine and should not come to work for 14 days after their last close contact with the confirmed case, or until they are cleared by the department. They should watch for symptoms and seek medical assessment and testing if they become symptomatic.

Contingency plans

If multiple workers are directed to be quarantined and this affects operational capacity, the business will need to consider its own contingency plans for disposing of raw materials (especially fresh ingredients), any work in progress, or short shelf-life stock to ensure food safety is maintained.

A note on privacy

Please respect the privacy of people with a confirmed case of coronavirus (COVID-19) and treat their condition with understanding and compassion. If a worker is quarantining, check in on their wellbeing regularly and monitor their mental health.

Additional resources

Workers who have been required to self-quarantine after a coronavirus (COVID-19) test may be eligible to receive a one-off payment of \$450 from the Victorian Government. Workers who are confirmed as coronavirus (COVID-19) positive may be eligible to receive a one-off \$1500 payment from Commonwealth Government's Pandemic Leave Disaster Payment for Victoria.

Further information on coronavirus-related pay and leave entitlements can be found through the Fair Work Ombudsman at:

- [Pay and Leave During Coronavirus](#)
- [Health and Safety in the Workplace During Coronavirus](#)



5. Avoid interactions in enclosed spaces

In Victoria, employers have OHS duties and obligations to do what is reasonably practicable to provide and maintain a working environment that is safe and without risks to the health of employees.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), businesses should have a plan in place to minimise the amount of interactions conducted indoors and maximise ventilation, air quality and use of outdoor spaces.

This means, wherever possible, moving activities outside or to well-ventilated areas and keeping doors and windows open to ensure maximum ventilation. Where activity cannot be moved outdoors, heating, ventilation and air-conditioning (HVAC) systems may have a role in decreasing the risk of transmissions in indoor spaces by increasing the rate of air change, decreasing recirculation and increasing the use of outdoor air.

Actions your business can take

Air quality and ventilation

Open windows and outside doors where possible to maximise ventilation. Reduce or eliminate recirculated air and increase the use of outdoor air where possible. Use air conditioning to enhance the flow of air, ensuring that the fresh air mode is selected (rather than the recirculated air function).

All air conditioning and ventilation systems should be regularly inspected, maintained and cleaned.

Fans (ceiling or free-standing) which move or disperse air are suitable for use in work and industrial settings provided they are not moving air across adjacent or nearby workers. Exhaust and industrial fans may also be beneficial in hot weather when strategically placed to move heat or air outside a building. Fans should not be used in enclosed indoor spaces such as elevators.

See [public health advice](#) on safely cooling your workplace.

Air quality when cleaning

Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.

Move activities outside

Where possible, move internal meetings and activities to an outdoor area. Encourage workers to take their lunch breaks and any other breaks outdoors as well.

Consider steps to improve ventilation

Work with your building owner or manager to improve ventilation indoors. Measures include increasing the percentage of outdoor air and disabling demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.

Filter performance

Monitor and manage filters in accordance with manufacturer instructions. However, upgrading HVAC systems by incorporating higher grade filters can be very expensive and is not always feasible. Further, even a high-efficiency particulate air (HEPA) filter will not eliminate all concerns about airborne transmission.

Elevators

Work with your building owner or manager to consider whether supplemental air ventilation or local air treatment devices should be added to frequently-used elevator cars.



6. Create workforce bubbles

Having 'workforce bubbles' can help minimise the risk of infection and support contact tracing initiatives.

A 'workforce bubble' is a group of workers who limit their in-person interactions to other members of the group. This strategy focuses on reducing the number of individuals a worker comes into contact with, rather than the number of interactions. Should a worker test positive or have symptoms of coronavirus (COVID-19), it will help contain the spread to a minimum number of people within the bubble, rather than requiring the entire workforce to quarantine.

To minimise possible exposure and contact, businesses should:

Limit

the number of people that workers have prolonged close contact with

Modify

processes to minimise interactions between workers during breaks or when transitioning into or out of work periods where possible

Consult

with workers whose work is not essential to the physical operation of the business to determine if working from home or remotely is reasonably practicable

Review

shift arrangements to create smaller teams and avoid mixing workers across shifts.

Actions your business can take

Set up 'pools' of rostered workers

Review shift arrangements to create smaller teams and have each team work independently (known as cohorting) and avoid mixing workers across shifts.

Stagger shifts

Stagger or increase the time between shifts to eliminate bottlenecks and avoid intermingling between different teams.

Define work zones

Encourage assignment of workers to specific workstations to minimise the need to go into other spaces. Limit role or task rotation where possible so that workers can remain at a single workstation where possible. If workstations need to be shared, they should be shared by the smallest possible number of people.

Separate communal areas

Separate communal areas such as change rooms and tea rooms per workforce bubble to minimise intermingling between different teams.

Limit worker movement between sites

Where possible, limit each worker's movements to one worksite. It is recommended that employers keep a log of all employees working across multiple sites including date, time and place of attendance.

Keep contact records

Keep records that will help manage workforce bubbles, such as knowing which workers are in different pools, start and end times of shifts etc. Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes in the past 28 days.



Creating a COVIDSafe Plan

Every business with on-site operations, is required to complete a COVIDSafe Plan so that we can stay safe and stay open.

All businesses **must** have a completed [COVIDSafe Plan](#) for each workplace to continue operating in Victoria. This includes home-based businesses, and businesses that provide services in other people's homes.

As part of a spot check by Victoria Police or other authorities, businesses must be able to demonstrate that they have an adequate COVIDSafe Plan

If a business has an existing COVIDSafe Plan, you must conduct regular reviews to ensure it meets up-to-date requirements (e.g. on face masks).

Your COVIDSafe Plan must set out

- ✓ Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace.
- ✓ The level of face mask 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.
- ✓ How you will meet all of the requirements set out by the Victorian Government. Some higher-risk industries or workplaces may have additional requirements of employers and workers.

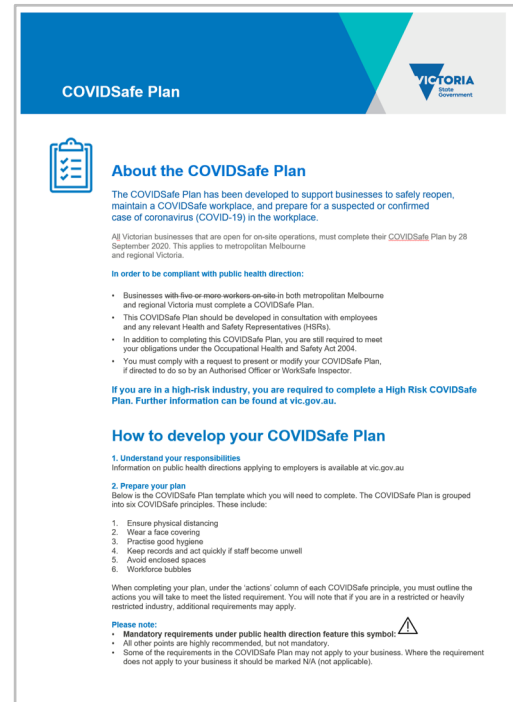
Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.

Occupational Health and Safety Act

A [COVIDSafe Plan](#) forms part of the development of a safe system of work.

Workplaces should also note that the workplace health and safety obligations remain under the *Occupational Health and Safety Act 2004* (OHS Act) with respect to identifying hazards and eliminate or, where is not possible to eliminate, reduce risks as far as reasonably applicable.

Workers must also comply with their obligations under the OHS Act.



For further information on your obligations under the OHS Act, please visit [the WorkSafe website](#).

For more information about creating a COVIDSafe workplace, please visit:

- [WorkSafe: Coronavirus \(COVID-19\)](#)
- [WorkSafe: Preparing a pandemic guide](#)
- [DHHS: Business and industry - coronavirus \(COVID-19\)](#)
- [DHHS: Preventing infection in the workplace](#)
- [DHHS: Workplace obligations](#)
- [DHHS: Confirmed case in the workplace](#)



Compliance and enforcement

Venues should regularly check that they are complying with current directions and advice provided by health authorities.

Each business has an obligation to ensure that their workplace is comprehensively cleaned prior to reopening or recommencing operations. Comprehensive cleaning involves a thorough and extensive cleaning and disinfection regime with a focus on surfaces that may have been exposed to the virus.

Workplaces may consider nominating a worker to be the COVID Marshal (or similar) to oversee the implementation of the workplace's COVIDSafe plan, ensuring that correct processes are being followed, any relevant documentation is complete, workers are trained, and procedures are kept up-to-date to comply with current health information.

Evidence of compliance with the directions of the Victorian Chief Health Officer may be requested from a relevant compliance/enforcement officer. Victoria Police, and other authorities involved in the regulation

of businesses, may conduct spot checks to ensure compliance with the directions issued under the *Public Health and Wellbeing Act*. WorkSafe will continue compliance and enforcement action under the *Occupational Health and Safety Act 2004* (OHS Act).

Where can I find further information on safely reopening my workplace?

Business Victoria is ready to support businesses and answer questions about preparing for a safe reopening. Business Victoria can be contacted on 13 22 15 or online by the [Contact Us form](#).

For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089.

How will you enforce compliance? Who will enforce it?

Victoria Police, and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victorian Chief Health Officer.

WorkSafe will continue compliance and enforcement action under the *Occupational Health and Safety Act 2004* (OHS Act). For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089

Fines and penalties

Victoria Police can issue on the spot fines of up to \$1,652 for individuals and up to \$9,913 for businesses for:

- Refusing or failing to comply with the emergency directions;
- Refusing or failing to comply with a public health risk power direction; or
- Refusing or failing to comply with a direction by the Victorian Chief Health Officer.

Fines can be imposed through the Magistrates' Court to a maximum of \$20,000 for individuals and \$100,000 for businesses.

WorkSafe may take a range of compliance and enforcement action against an employer which fails to comply with its duties under the OHS Act.

Cleaning guidelines – building owners and managers

All building owners and managers should ensure their workers follow the below COVIDSafe cleaning guidance to help prevent the introduction of coronavirus (COVID-19) in the workplace.

Documentation

Consider maintaining a cleaning log and schedule that set out dates, times and frequency each area has been cleaned. If you outsource your cleaning services, the documentation should clearly specify the cleaning activities and standards expected of the service provider.

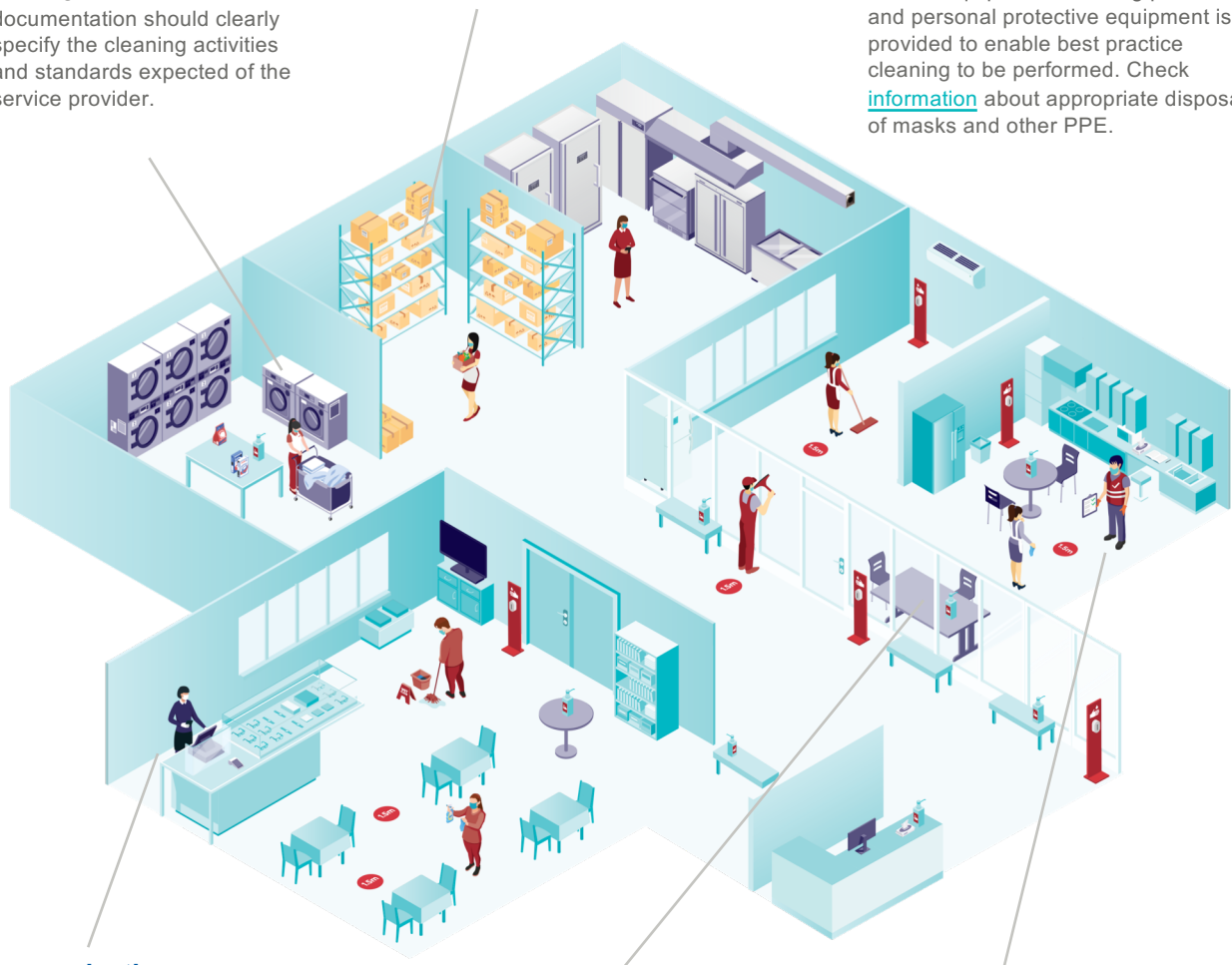
Storage

Ensure your buildings' cleaning and laundry supply rooms are clean and workers can come in and out easily.

Clean and safe environment

It is the responsibility of the building owner or business owners to ensure cleaning is performed to the expected standard. This can be achieved by either an in-house or contracted cleaning services.

Ensure equipment, cleaning products and personal protective equipment is provided to enable best practice cleaning to be performed. Check [information](#) about appropriate disposal of masks and other PPE.



Communication

Clear lines of communication need to be set up between all parties i.e. building occupier/manager and its occupants (workers, tenants, visitors, customers) the cleaning service provider and the cleaning staff.

Risk-based cleaning

Target high use communal areas like chilled areas, kitchens and toilets that may require higher frequency cleaning with appropriate cleaning products.

Have ability to increase cleaning services in the event of a confirmed or suspected COVID-19 case.

Roles and responsibilities

Define the responsibility for each role that has a cleaning duty.

Agree who will be responsible for monitoring cleaning quality and that it meets the expected standard.

Provide workplace cleaning training for workers who have site specific cleaning duties and to support any changes in cleaning schedules.

Reopening my business



Please note that the checklists below outline the restrictions and requirements that apply from 11.59pm on 6 December 2020.

Checklist for business owners/managers

Prepare your COVIDSafe Plan

- Every business is required to have a [COVIDSafe Plan](#) that is regularly updated in order to reopen their workplace.

Ensure workplace is set up to adhere to relevant limits and density quotient

- Workplaces must adhere to the relevant capacity limits and density quotients for their industry (see [current restrictions table](#))
- all seating is spaced so that workers are at least 1.5 metres apart if/when seated

Prepare a cleaning schedule

- Business must regularly clean shared spaces and areas accessible to the public using a surface disinfectant.
- Establish new processes and schedules for cleaning and sanitising to maintain good hygiene, including frequent cleaning of high touch points (see our [Cleaning and Sanitising Fact Sheet](#)).

Signage requirements

- Display signage for workers and customers in appropriate, high visibility locations, to include:
 - At workplace entrances to advise of the maximum number of customers allowed
 - Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell
 - Hygiene and physical distancing practices.
 - Face mask restrictions [where required](#).
- Promote physical distancing, including between workers and customers, with floor or wall markings or signs. Use physical barriers where appropriate (e.g. installation of sneeze guards).

Establish your record keeping

- Record the contact details of any worker or customer who attends your workplace for longer than 15 minutes (this includes contractors and delivery workers) including: first name and a contact phone number to support contact tracing. Retain for at least 28 days following the visit.
- Recommend collecting Staff Coronavirus (COVID-19) Health Questionnaires from workers at the start of each shift.
- Set up a roster to ensure workers do not work across multiple sites unless impractical to do so. For those who do work across multiple sites employers should keep records of these workers.

Consult with workers

Employers must, so far as is reasonably practical, consult with workers and HSRs (if any), on matters related to health or safety that directly affect, or are likely to directly affect them.

Checklist for business owners/managers cont.

□ Worker and management policies, practices and training

- Ensure you as the operator or manager understand your obligations under the Occupational Health and Safety Act and have reviewed the coronavirus (COVID-19) guidance from WorkSafe Victoria available at [here](#).
- Encourage workers to complete [free infection control training](#) and download the COVIDSafe App. It is the Government's expectation that:
 - at least one worker at every workplace will have completed the training
 - workers should make themselves familiar with these guidelines
- Consider appointing a worker to be your COVID Marshal to ensure policies and practices are being followed, workers are trained, and records are kept. More information on the roles and responsibilities of COVID Marshals is available [here](#).



Additional resources

For additional information about creating a COVIDSafe workplace, please refer to the following guidance:

- WorkSafe: [Industry obligations](#)
- WorkSafe: [Managing COVID-19 risks – face coverings in workplaces](#)
- DHHS: [Preventing infection in the workplace](#)
- DHHS: [Preparing for a case of coronavirus \(COVID-19\) in your workplace](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](#)
- WorkSafe: [Other relevant industry specific guidance](#)

Returning to work



Please note that the checklists below outline the restrictions and requirements that are effective from 11.59pm on 6 December 2020.

Checklist for workers



Complete free infection control training (optional)

All current workers are encouraged to complete [free infection control training](#). Any new workers being engaged are also encouraged to complete this training.



Avoid carpooling with other colleagues, unless they are from the same household



Face masks must be carried at all times and are strongly recommended to be worn when physical distancing cannot be maintained. A face mask **must** be worn (unless a legal exception applies) on public transport, while in taxis or ride share vehicles, or when going to large retail venues, including shopping centres, supermarkets and department stores



Practise good hygiene

- Be rigorous in maintaining the new cleaning and sanitising schedule (for example, touch points such as tables and counters need to be cleaned and sanitised before and after use by customers).

Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:

- On arrival at work
- Before preparing or delivering food and/or beverages to tables
- After collecting/clearing used food and beverage items
- Before returning to food or beverage preparation areas
- At the start and end of each meal break
- Before and after touching a customer or their belongings
- After handling money
- Before leaving work
- After blowing your nose, coughing, sneezing, or using the toilet.



Avoid interacting with colleagues in enclosed spaces where possible



Avoid working across multiple work sites where possible



Stay home if unwell

- If you have symptoms, get tested for coronavirus (COVID-19). Stay in isolation at home until you get the result and it is negative for COVID-19.
- Do not come to work if you have a fever (a temperature of 37.5C or greater), or if you have any symptoms.

Staff health questionnaire



STAFF CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE

We encourage each worker to complete this questionnaire before starting any shift and give your completed questionnaire to the shift manager for record keeping purposes.

Worker name: _____

Date: _____ Time of shift _____

Are you currently required to be in quarantine because you have been diagnosed with coronavirus (COVID-19)?

YES NO

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services (DHHS) as a result of being a close contact of someone with coronavirus (COVID-19)?

YES NO

If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from quarantine or until your 14-day quarantine period is complete.

If you answered NO to the above questions, proceed to the symptom checklist below.

Are you experiencing any of these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C) YES NO

Chills YES NO Cough YES NO

Sore throat YES NO Shortness of breath YES NO

Runny nose YES NO Loss of sense of smell YES NO

If you answered **YES** to any of the above questions you should **not** enter your workplace (or you should leave your workplace, if already there). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.