

COVIDSafe Plan

8 December 2020

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at (hyperlink) vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Please note:

Mandatory requirements under public health direction feature this symbol: (symbol of triangle with exclamation mark)

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.

- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Sunshine Village Cinemas

Plan completed by: David Pais

Date reviewed: 8 December 2020

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action: Fill in.

- There are maximum capacity signs in enclosed areas, such as the foyer, restrooms, Gold Class, and staff rooms to ensure staff members and customers are following social distancing guidelines.
- Social distancing decals have been placed at the front entrance, candy bar, and the podium. The tensa barriers demonstrate clear entry and exit points. Staff are performing crowd controlling duties, directing customer traffic and ensuring customers are social distancing, where practical.
- Each foyer contains a traffic management plan that has a single direction walkway with signage, tensa barriers, and bollards.
- Village Entertainment will apply a 15-minute interval time where possible to assist teams with managing customer traffic flow and perform cleaning protocols.
- Social distancing signs have been placed in the foyer, the candy bar, staff room, the auditoriums, elevator and restrooms.
- Signage has been placed at external entrances advising people not to enter if they are experiencing flu-like symptoms, they have been tested for COVID-19 or have been in contact with someone who has been tested for COVID-19.
- Village Entertainment will promote online and contactless payments for ticketing, food, and beverage.

- Cash payments are discouraged. There will be one POS available for cash payments.
- Workstations are separated by 1.5 meters, where practical to ensure social distancing guidelines can be met. This will occur in the candy bar and the kitchen.
- If a customer is waiting for their order at the candy bar, they are asked to wait patiently in the waiting bay area.
- Movie sessions will be staggered throughout the day.
- Where practicable, Delivery Drivers are directed to a waiting bay outside the venue to minimise physical interaction with staff members.
- Staff have been encouraged to maintain their physical distance at all times.
- Staff members breaks are staggered to ensure social distancing can be maintained.
- Village Entertainment has encouraged customers to purchase their tickets online, which will provide their contact details. Customers are required to sign in using the QR code or provide their contact details at POS.
- The self-serve ticket machine is closed.
- Village Entertainment safety measures have been displayed during the pre-feature and signs are in the foyer and the candy bar.

Gold Class Physical distancing requirements:

- Gold class capacity limits will apply.
- Tables and chairs are separated by 1.5 meters in line with capacity restrictions.
- Village Entertainment will promote online and EFT payments for ticketing food and beverage. Cash payments are discouraged. There is one POS available for cash payments.
- A maximum capacity sign is displayed in the foyer to indicate the number of people that are allowed in the enclosed space.
- Floor decals to be placed a minimum of 1.5 meters apart for queuing and service at POS. Cashiers to operate POS and ensure there is a maximum space between cashiers and customers at POS during service.
- Kitchen work areas are set up in line with physical distancing requirements, where practical.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action: Fill in.

- There are maximum capacity signs in enclosed areas to ensure staff members and customers are following the rules, such as the foyer, Gold Class, candy bar, auditoriums, restrooms and staff rooms.
- The maximum capacity in theatres is 75% or 1 person per 2 square meters where appropriate.
- The foyer is measured using the two-square meter rule.
- Staff rosters are updated to ensure minimal staff members are working at the same time.
- The site has been measured using the two-square meter rule.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at ([hyperlink](https://www.vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

Action: Fill in.

- Carpooling is not permitted. We have encouraged staff members to travel to work using their own vehicle.
- Staff rosters will be updated to ensure minimal staff members are working at the same time.
- Social distancing training videos are located in WorkJam and staff members can refer to their Covid-19 guide for further tips.
- Staff members have also received an induction, which has occurred on-site. The topics that were discussed are physical distancing, keeping records, PPE, hygiene and cleaning procedures, avoiding interactions in enclosed space and work bubbles.

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action: Fill in.

- PPE, such as masks and gloves have been provided to all staff. A staff member will be exempted from wearing a face mask in the workplace if there is a reasonable medical reason.
- Staff members, customers, contractors and visitors are required to wear a face mask at all times.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action: Fill in.

- If social distancing requirements cannot be met, we will consider implementing protective screens.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action: Fill in.

- Every staff member has been provided with training on how to use PPE, such as face masks and gloves. The training video is in WorkJam.
- Staff members have been encouraged to wash their face masks daily. If their face mask is wet or dirty, they will be provided with a new face mask.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action: Fill in.

- High touch surfaces, such as tables, chairs, counters, POS screens, benches, EFT machines, seats, doors, door handles, auditorium lights, cupholders and rails are cleaned and disinfected every hour.
- Multi-purpose cleaner, Cleaner disinfectant and paper towels have been provided.
- Staff are required to wear gloves when they are performing cleaning duties and handling money.
- The auditorium doors are opened at the start and at the end of the movie. Staff will clean the high touch points, such as seats, floors, cupholders, door handles, and rails before and after the session.
- Straws will remain in their package, and the container will remain behind the candy bar.
- Education and training have been provided to staff on how to use the cleaning products.
- Staff can also refer to their Covid-19 safe booklets for further information.
- Multi-purpose cleaner, Cleaner disinfectant and RTU sanitiser are provided from Hunters Industrials.

- Management and Hunter Industrials Representatives will monitor the supplies of the cleaning products regularly.
- Management can order the supplies online.
- Staff will avoid sharing of equipment, such as scanners and cleaning cloths.
- The scanner is cleaned and disinfected every hour or when used by another staff member.
- Staff have been encouraged to label their drink bottle and place it in a safe area.
- Staff lockers and storage areas are clearly labelled.

Gold Class Hygiene and Cleaning requirements:

- Digital menus are available via email link. In cinemas, customers will have a wipeable laminated menus available. Menus must be disinfected between use. Tab payments are not accepted.
- A wall-mounted dispenser and sanitiser station is placed in Gold Class. A hand sanitiser bottle is behind the counter for staff use.
- Staff will be required to clean high touchpoints, such as tables, chairs, counters, POS screens, benches, EFT machines, seats, doors, door handles, auditorium lights, cupholders and rails between sessions.
- EFTPOS machines, counters, and benches are cleaned every hour.

You should display a cleaning log in shared spaces.

Action: Fill in.

- A cleaning document has been developed and cleaning schedules will be audited.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action: Fill in.

- Hand sanitiser stations, wall mounted hand sanitiser and hand sanitiser bottles are available in the foyer, the candy bar, Gold class, and back of house.
- Hand sanitiser bottles are placed behind the counter for staff to use as required.
- Staff, contractors and customer can dry their hands using the hand dryer in the restroom.
- Adequate supplies of soap and sanitisers are available for staff, contractors and customers.
- Hygiene posters have been placed throughout the site to provide staff with information on how to wash and sanitise their hands correctly

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action: Fill in.

- Staff member have been encouraged to contact their manager, isolate and get tested if they are experiencing mild symptoms.
- If a staff member is not able to complete their wellness check or if they have a temperature reading over 37.5, they will be asked to isolate and get tested.
- The Safety Team is keeping a risk register, which monitors the health and safety of staff members who have flu-like symptoms.
- Staff member can access their sick leave.

Requirements: Support workers to get tested and stay home even if they only have mild symptoms.

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results

- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action: Fill in.

- Village Entertainment has developed a notification procedure. The Risk Team will be notified by the Manager if a staff member has been diagnosed with Covid-19.
- Village Entertainment will report the incident to WorkSafe and DHHS and obtain their advice.
- If a staff member tests positive to Covid-19, the team will leave the premise wearing masks.
- The staff member who has tested positive to Covid-19 will be isolated in the staff room or their car.
- The Risk team will be notified, and they will be in contact with WorkSafe and DHHS.
- The notification procedure will be followed, and all staff member will be kept up to date with the steps that Village Entertainment has completed.
- We will ask staff members to isolate and get tested.
- Contract tracing documents will be reviewed. If contractors or visitors were on-site, they will be notified and encouraged to isolate and get tested.
- A deep clean will be arranged with a cleaning contractor.
- Contractors will be notified that the site is closed.
- The risk assessment will be reviewed, and safety measures will be updated. The risk assessment will be provided to DHHS.
- Staff will be provided with training.
- Staff members and contractors will be notified of the opening date.
- Staff members can access EAP.
- If a suspected case occurs, we will ask the staff member to get tested and isolate while they are waiting to receive their test results.
- If the staff member tests negative and they were a close contact, the staff member will isolate for 14 days.
- The team that has interacted with the staff member may need to be tested.
- All incidents will be notified in the Covid-19 risk register and recorded in Myosh.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action: Fill in.

- Customer have been encouraged to purchase their tickets online, which will allow Village Entertainment to keep their contact details for contact tracing reasons.
- Village Entertainment has developed a QR code, which permits contractors, customers and visitors to sign in and provide their contact details. If customers, visitors or contractors do not provide their contact details, they will be denied entry.
- Customers can also provide their contact details at POS.
- We have also developed a contract tracing document if the QR code is not working.
- The records will be kept for 28 days and then destroyed.
- The records will be provided to DHHS if there is a positive Covid-19 case on-site.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action: Fill in.

- Each staff member is required to complete a wellness check before they commence their shift and declare electronically they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- Temperature checks will be completed at the site's entry point.

- If a staff member is not able to complete their wellness check or if they have a temperature reading over 37.5 degrees, they will be asked to isolate and get tested.
- The Safety Team is maintaining a risk register, which monitors the health and safety of the staff members who have flu-like symptoms.
- Staff induction has been completed, which explains the process if staff members are not feeling well.
- The Safety Team is maintaining a risk register, which monitors the health and safety of the staff members who have flu-like symptoms

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action: Fill in.

- Village Entertainment sites have heating, ventilation and air-condition (HVAC) system in each auditorium, which can be programmed to maximise external air intake.
- Meetings will be arranged online, where practical.
- Staff members have been encouraged to take their break outside.

There are no additional requirements for restricted or heavily restricted industries

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action: Fill in.

- Work bubbles have been created and Site Management and team members will be permitted to work at their 'home' site only. Staff will not be rostered to work across multiple work sites as it increases the chances of spreading Covid-19.
- Carpooling is not permitted. We have encouraged staff members to travel to work using their own vehicle.
- Staff movement and crossover should be minimised where practical. Team members should limit the need to access back of house areas as much as possible.
- As part of the work bubble protocols, staff members are required to declare when they are working at another workplace or site.
- Records will be maintained of staff who have disclosed they are working for multiple employers across more than one work site.
- Staff working in specific fields categorised as high risk by DHHS may have restrictions on worksite attendance; however, this will only occur after direct consultation with the employee. The Site Manager must contact the Risk Team if a team member is working in a high-risk industry.

- Meetings and training sessions should be conducted virtually rather than in person where practical. Full site team meetings and full site management in-person meetings are not permitted and must be conducted virtually.
- Intensity Sunshine and Village Sunshine Cinemas are separated and they have their own work bubbles. The work bubble groups will ensure there is no overlap of staff members during shift changes. For example, Intensity team members must avoid accessing the Village Cinemas restrooms or the staff room.

Head Office Employees:

- Team members required to visit multiple sites each week must limit site visits where possible.
- Employees will need to plan their site visits carefully and should not visit more than **5 sites in one week** and no more than **2 sites in one day**.

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action: Fill in.

- Village Entertainment shall maintain records of all staff members who have disclosed that they reside with another staff member and ensure that there is no cross-over between shifts.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____

COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan.

For further information go to (hyperlink) vic.gov.au.

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action (examples): Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas

- Allocate different doors for entry and exit
- Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit
- Use floor markings to provide minimum physical distancing guides at entrances and exits
- Establish contactless delivery or invoicing.
- Display signage for delivery drivers.
- Identify designated drop off areas.
- Outlining the maximum occupancy of areas that are open to the general public, and information about signage

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action (examples):

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
- Comply with relevant density quotient and signage requirements in the Workplace Directions

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

Action (examples):

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educating workers 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
- Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.
- **Heavily Restricted Industries Only**
Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action (examples):

- 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 workers, unless a lawful exception applies

Requirements: You should install screens or barriers in the workspace for additional protection where relevant.

Action (examples): None.

Requirements: You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action (examples): None.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action (examples):

- 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
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- 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 workers with their own personal equipment, labelled with their name

Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.

Action (examples): None.

Requirements: You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action (examples):

- 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 workers have information on how to wash and sanitise their hands correctly.

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action (examples):

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts

- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action (examples):

- Establish a process for notifying workers and close contacts about a positive case in the workplace.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying Worksafe that the site is reopening

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action (examples):

- Consider implementing temperature checking
- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers 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 workers
- Provide information on protocols for collecting and storing information

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action (examples): None.

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action (examples):

- Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

There are no additional requirements for restricted or heavily restricted industries.

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action (examples):

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimise time in shared facilities when taking breaks
- Ensure groups of workers do not mix across different shifts

Requirements: Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action (examples): None.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)

COVIDSafe Event Checklist

To be completed for Tier 3 events

Event details

Event name: Sunshine Short Film Festival

Date of event: 11 February 2021

Event commencement and completion time: 7:00 pm – 8:45 pm

Event location (address): Village Cinemas 80 Harvester Rd
Sunshine, VIC 3020

Contact person: Steve RE Pereira

Phone : 0401 168 679

Email : steve@sunshinefilmfestival.com.au

Date prepared: 14/01/2021

Signature: 

Oversight and administration	Implemented	Not applicable
Before the event		
Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	X	
Identify key workers or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist. This must include identifying workers whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.	X	
Develop processes and materials to ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.	X	
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	X	

Oversight and administration	Implemented	Not applicable
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	X	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	X	
Tickets should be refundable if a ticketholder is unwell.	X	
Develop a process to manage an attendee who develops symptoms; this includes: <ul style="list-style-type: none"> - Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. - If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home 	X	
Record keeping requirements (including ticketing)		
The event's record keeping system must: <ul style="list-style-type: none"> - Record the name, phone number and area for each attendee in a way that complies with privacy obligations - Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required - Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section. 	X	
Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.	X	

Attendee management	Implemented	Not applicable
General		
Prior to the event, event organisers must communicate the following public health messages to attendees: <ul style="list-style-type: none"> • Each attendee is asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. • Attendees must maintain at least 1.5m physical distance between those from other groups at all times. • To minimise movement, attendees must stay within their allocated spaces or seats where practical. • Requirements for face covering, observe cough etiquette and personal hygiene measures. <p>A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</p>	X	
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	X	

Attendee management	Implemented	Not applicable
Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities e.g. allocated bathrooms to a specific zone.	X	
Fixed seated areas (e.g. grandstands)		
Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.	X	
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	X	
Non-fixed seated areas (e.g. grassed areas)		
There must be visual cues to facilitate physical distancing, this includes: <ul style="list-style-type: none"> - Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups - Signage requirements as set out in the Restricted Activity Directions - Dedicated wide walkways at least 2m wide - Ground/wall marking of 1.5m spacing where queuing may occur 		X
Bathrooms, retail and food and drink vendor areas		
Use visual cues to facilitate physical distancing: <ul style="list-style-type: none"> - Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines) - Signage requirements as set out in the Restricted Activity Directions - Indicate direction of travel on walkways with a preference for one-way flow, where practical. 	X	
Access to and from the venue		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	X	
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.		X
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.	X	
Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.	X	
Environmental and personal hygiene		
Environmental measures including cleaning		
Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	X	

Environmental and personal hygiene	Implemented	Not applicable
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's cleaning and disinfection guidelines . Additional cleaning of visibly soiled surfaces must occur as required.	X	
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	X	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	X	
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	X	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	X	
Designated smoking areas must enable physical distancing of 1.5 meters	X	

Workers, vendors and contractors	Implemented	Not applicable
Responsibilities		
It is the responsibility of the event organiser to ensure that workers, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	X	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	X	
Workers must have access to the appropriate personal protective equipment throughout the event.	X	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.		X
Food and beverage requirements		
Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions.	X	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	X	
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	X	
Close communal self-serve and condiment stations.	X	

Workers, vendors and contractors	Implemented	Not applicable
Where possible, food and beverages should be sold in packaging to avoid double handling.	X	
Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	X	