



## COVID-19 Safe Plan Checklist

### Our COVID-19 Safe Plan

Business /Client Name: \_\_\_\_\_

Site Location Address: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Guidance	Action to mitigate the introduction and spread of COVID-19
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#### HYGIENE

Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.

Temperature taken at the door.

Where possible: enhance airflow by opening windows and adjusting air conditioning.

Wear a mask / face shield whenever you leave your home, whilst at work unless a medical exception applies. A face covering needs to cover both your nose and mouth.

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Nanny/Educator's to complete Government COVID Training Portal.  
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

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## **CLEANING**

Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).  
Gloves to worn at all times.

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## **PHYSICAL DISTANCING AND LIMITING WORKPLACE ATTENDANCE**

Configure communal work areas and publicly accessible spaces so that:

- There is no more than one worker per four square meters of enclosed workspace.
  - Workers are spaced at least 1.5m apart.
  - There is no more than one member of the public per four square meters of publicly available space.
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Limit outdoor activities to open areas to 2 hour a day within 5km of the workplace as per stage 4 restrictions (walking, bike riding or scooting whilst practicing social distancing is permitted).

Face mask must be worn while outside exercising.

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**Guidance**

**Action to ensure effective record keeping**

**RECORD KEEPING**

Establish a process to record the attendance of workers, visitors and delivery drivers. This information will assist employers to identify close contacts.  
I.e.: Log Book, COVID19Safe App.

**Guidance**

**Action to prepare for your response**

**PREPARING YOUR RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE**

Prepare to identify close contacts and providing staff and visitors records to support contact tracing.

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Prepare for how you will manage a suspected or confirmed case in a worker during work hours.

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Prepare to notify workers and site visitors (including close contacts)

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Prepare to immediately notify Lisa's Staffing Solutions on 03 9855 1669 if you have confirmed COVID-19 case at your workplace.

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I acknowledge I understand my responsibilities and have implemented this COVID Safe Plan in the workplace.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Related Information:**

### **CORONAVIRUS HOTLINE 1800 675 398 (24HRS – 7 DAYS)**

Families will need to provide their Carer with a *Permitted Workers Permit*, by Midnight 5th of August 2020:

<https://www.justice.vic.gov.au/permitted-worker-scheme>

COVID Training portal link:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

A face covering needs to cover both your nose and mouth. It could be a face mask or shield.

<https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/face-coverings-1159pm-wednesday-22-july>

Social Distancing:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-social-distancing.pdf>

**NOT** attend any public places prohibited by the Government:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19>

COVID Safe App:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwiuvvKbiaTrAhW5lEsFHdurBCQQFjAAegQIBhAB&url=https%3A%2F%2Fwww.health.gov.au%2Fresources%2Fapps-and-tools%2Fcovidsafe-app&usg=AOvVaw3AyGPyAMTOidZRGhTMu5yY>

COVID Symptoms:

<https://www.dhhs.vic.gov.au>

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