



How to develop or review your COVIDSafe Plan

About this template

This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

To comply with public health directions

- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see:

coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other

questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

21 September 2021



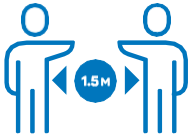
Your COVIDSafe Plan – Precinct (Non-Event Mode)



Business name:	Melbourne & Olympic Parks
Address:	Melbourne & Olympic Parks, Batman Ave, Melbourne
Plan completed by:	Travis Mardling
Job title:	Chief Financial Officer
Date reviewed:	19/11/2021
Next review:	20/12/2021

Melbourne and Olympic Parks Trust (MOPT) have made significant investments in infrastructure, training, and systems over the course of the pandemic to mitigate the risk of COVID transmission. Many of these controls form the basis of a robust infection prevention and control framework and as such, MOPT will retain those controls where they are appropriate and proportionate. Where controls and infrastructure to mitigate COVID transmission in line with restrictions are not retained (e.g. mandatory mask compliance signage) the infrastructure, documentation and capability to re-implement these controls will be retained where possible to support their re-implementation should it be required.





1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS

You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?

For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business

DESCRIBE WHAT YOU WILL DO

- As per Phase D as at 11:59 18/11/21:
- No Density Quotients will apply (within a workplace and event setting)
 - Should government guidelines change, with density restrictions, M&OP will align to government requirements, including signage.
 - No capacity restrictions will apply to events with under 30,000 attendances.
 - Where attendance (or event will be on sale) to an attendance of 30,000 plus – an event specific COVIDSafe Plan will be required and submitted to Government for review and approval.

WHO IS RESPONSIBLE

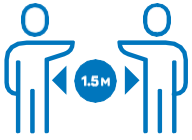
Director of People & Culture - Workplace
Chief Operating Officer – Precinct Operations and Events



You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?

- As per Phase D as at 11:59 18/11/21:
- No Density Quotients or capacities will apply (within a workplace and event setting), unless specific in COVIDSafe plan for events with 30,000+ attendance.
 - M&OP has a Workforce resilience framework in place, which includes several flexible resilience models. This framework enables the business to tailor its approach to align with government requirements relating to densities and capacities as required, including working from home.
 - Should government restrictions change relating to event attendance capacities, M&OP will work with our Clients, Ticketing partners and guests to align capacities and densities to government requirements.

Director of People & Culture - Workplace
Chief Operating Officer – Precinct Operations and Events



1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>As per Phase D as at 11:59 18/11/21:</p> <ul style="list-style-type: none"> Capacity and density restrictions are removed Workforce will continue to be trained on how to keep safe in a Covid environment Infrastructure and practices which encourage physical distancing will be retained where practical e.g., use of queuing infrastructure at bars for events. T Should restrictions relating to capacities and densities, M&OP will align with Government requirements and has a well-developed plan to communicate, educate, monitor and promote physical distancing (this may include workforce & customer communications, floor decals, signage, queuing and barriers, MC spruiking at events and barriers) 	<p>Director – People & Culture – Workplace</p> <p>Chief Operating Officer – Precinct Operations and Events</p>
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Throughout the Covid Pandemic Workforce have been trained through:</p> <ul style="list-style-type: none"> Covid Infection Control training (Online) Return to Work/Events Training (Online) Live and In-Person training for key roles (managers, supervisors, cleaners) Regular Workforce & Stakeholder Communications (Emails, Intranet, Signage & event briefings) Should capacities/density limits be re-instated M&OP will re-instate the above education and workforce messages about Physical Distancing to workforce and customers. 	<p>Director – People & Culture – Workplace</p> <p>Chief Operating Officer – Precinct Operations and Events</p>



2. Face masks

REQUIREMENT AND RECOMMENDATIONS

You must ensure all workers adhere to current face mask requirements. How will you do this?

For more information visit: coronavirus.vic.gov.au/facemasks

DESCRIBE WHAT YOU WILL DO

As per Phase D as at 11:59 18/11/21:

Masks Required

- Masks are required in the following settings: onsite in alignment with current settings: Workers serving the public at hospitality venues, for workers and customers at indoor retail. There will also be mask requirements, density limits and caps in place for weddings, funerals, worship settings and other settings.

In alignment with the Trust's commitment to providing a safe environment for those working at or visiting the Precinct, the Trust will continue to support an individual's choice to wear a mask by:

- Continuing to promote the use of masks in an event setting in guest communications.
- Continuing to encourage mask use in the workforce setting through promotion of individual choice and leadership actions.

MOPT supplies personnel with single use masks for their protection and the protection of others, and will continue to support staff choosing to wear masks.

Masks are available at the following locations:

- Precinct Operations Office
- AAMI Park Security Office
- Staff Sign On (Events)

Additional supplies of PPE (face masks and gloves) have been procured to ensure operations are not impeded due to the potential of a shortage in supply, or Government requirements change.

WHO IS RESPONSIBLE

Director of P&C –
MO – Workplace

Chief Operating
Officer – AT -
Events





2. Face masks (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none">• adhere to extra face mask requirements• appoint Covid Check-in Marshals• conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>M&OP have designated responsibility for reviewing and updating Mask & Covid requirements and have in regular forums to review Government requirements and our COVIDSafe operations.</p> <p>Signage (physical & digital is in place for workforce and customers) as well as workforce resources available on the M&OP Parknet intranet relating to Mask requirements, aligned with Government requirements.</p> <p>All staff at events act as COVID champions and have completed COVID training. Covid Marshals are in place at events.</p>	<p>Director of People & Culture – Workplace</p> <p>Chief Operating Officer - Events</p>



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS

For more information visit:
coronavirus.vic.gov.au/cleaning

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

MOPT has developed a Cleaning Procedure, which aligns with government requirements

- Identifies a range of commercial, public, and communal spaces that include high touch point surfaces
- Identifies common high touch point surfaces (door handles, hand railings, dining tables, nappy change tables, desks, reception counters, computer equipment, lift buttons, bathrooms, telephones and light switches)
- Recommends these areas are cleaned on regular rotation whilst the space is occupied
- Provides the detailed requirements and processes for completing the high touch point surface cleaning procedure including which cleaning equipment is to be used and the required PPE

Director of
Precinct
Operations -
JK



Cleaners have documented processes detailing how, where and how often spaces are to be cleaned. Cleaning records are maintained through a digital system, tracking when and where cleaners attend work and public spaces.

M&OP has good levels of cleaning stock in place and a good procurement pipeline.

All team members are required to clean their workstation at the end of each working day. Disinfection wipes and other equipment are provided to each team member as required.

In addition, a daily clean is undertaken of surfaces in occupied areas when occupants leave. In the case of rooms utilised by two distinct groups, these rooms are cleaned in between shifts.

Uniforms, PPE, and equipment have been allocated to individuals and are not shared amongst multiple team members.



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS

You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?

DESCRIBE WHAT YOU WILL DO

In addition to the bathroom and hygiene infrastructure in place across the Precinct, automatic hand sanitiser units have been installed across the site, including at:

- Building/Venue entry and exit points
- Reception areas
- Communal areas (muster rooms, kitchens, bathrooms)
- Entrances, work and public spaces to buildings
- Other work areas as required

Posters promoting good hygiene practices have been installed throughout office spaces and venues. Individual hand sanitiser bottles have also been provided to personnel to carry with them.

Rubbish bins are available, and staff have been trained in correct disposal of PPE & cleaning/waste items.

Adequate supplies are on hand, including a reserve of stock, to ensure operations are not impacted by potential short-term supply issues.

The **Precinct Cleaning Manager** and **Precinct Operations Manager** will continue to monitor supply chains and stock levels .

WHO IS RESPONSIBLE

Director of Precinct Operations – Julian Knott



4. Record keeping

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

Every Victorian business (with some limited exceptions) **must** use the Victorian Government QR Code Service to check-in their workers, customers and visitors.

How will you do this?

For more information visit:
coronavirus.vic.gov.au/about-victorian-government-qr-code-service

The Victorian Government QR code for electronic record keeping. Signs and QR Codes are in place at entries to buildings/venues and facilities.

In an event environment the ticketing process captures attendee data, contact details and seat /ticketing allocation.

Regular communications relating to these requirements is in place for all personnel working on site and customers attending events.

VACCINATION REQUIREMENTS

EVENT SETTING - As per *Open Premise Guidelines*, all persons working at events must hold double Vaccination status or have a Valid Medical Exemption. To be in place for all events from 19/11/2021.

WORKPLACE NON_EVENT SETTING - All persons working in a non-event setting, must have already received 1st dose Vaccination, and have received the 2nd Vaccination by 26/11/2021.

In case of power outage or persons not having access to a suitable device, paper registers and/or digital kiosks are in place in accordance with DOH requirements.

Additional systems are in place to assist with record keeping around Vaccinations – with M&OP maintaining evidence for all employees and having received Attestations from Business Partners and contractors – ensuring vaccination status (or Valid Medical Exemption) is in line with government requirements.





4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE	
	<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p>	<p>In an event environment, trained staff are in place to ensure compliance with QR Codes, Vaccination status checks, and registration at staff sign on points and access to venues.</p>	<p>Director of P&C – MO</p>
<p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<p>This information is communicated to staff through in person online forums, emails, COVID Hub intranet, communications to contractors, inductions, training and signage.</p>	<p>Chief Operating Officer - AT</p>	
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact.</p>	<p>Regular communications around requirements to get tested and isolate if unwell or identified as a close contact are in place. Communication includes emails, forums, Intranet, training, signage and leadership re-enforcement. HR support & wellbeing checks re in place for staff, along with communications about financial support.</p>	<p>Director of People & Culture - MO</p>	
<p>How will you do this?</p>	<p>M&OP aligns with DHO requirements relating to testing, isolation and close contacts.</p>		
<p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<p>The COVID Emergency Response Procedure includes a detailed communications plan for the various scenarios in which a case could be identified on the precinct. This plan ensures M&OP, Tenants, Business Partners and Clients communicate Positive Covid case information, in alignment with Government Guidelines.</p>		



4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none">• to respond to a worker being notified they are a positive case or a close contact while at work• to clean the worksite (or part) in the event of a positive case• to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts• to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace• if you have been instructed to close by the Department of Health• to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>The MOPT COVID Emergency Response Procedure details the response process for when a positive case of COVID, or an outbreak is identified, as follows:</p> <ul style="list-style-type: none">• Individual onsite with symptoms• Offsite notification of a COVID Case <p>The MOPT executive team have conducted response exercises using these procedures, and conducted reviews and implemented improvements based on desktop exercises and actual on-site cases.</p> <p>The M&OP COVID Emergency Response Procedure includes guidance on the requirement to contact WorkSafe immediately to report confirmed cases of COVID.</p> <p>MOPT have included information relating to COVID in their guidance for employees on when to contact WorkSafe.</p> <p>Management have communicated to key staff the requirement to contact WorkSafe in the event of a positive case.</p> <p>M&OP have documented process from notification, testing, isolation, communications, cleaning, and communications with DOH. A Communications plan is in place, including template messaging relating to Covid positive cases on site.</p>	<p>CFO – TM</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
	<p>As at 11:58 18/11/2021 – PHASE D – no density limits or capacities will apply in a workplace or event setting (under 30,000 attendees).</p> <p>A Covid Safe Plan will be in place and submitted for DHO approval for events 30,000 plus.</p>	<p>Director of People & Culture – MO, Director of Infrastructure – JJ & Director of Precinct Operations - JK</p>

If your industry is subject to additional industry obligations, you may also be required to:

- ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.
- conduct surveillance testing.

How will you do this?

For more information visit:
coronavirus.vic.gov.au/additional-industry-obligations



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>Since March, MOPT has maintained strong communication throughout the pandemic, with workforce and stakeholders.</p> <p>MOPT aligns with government restrictions – as at 11:59 19/11/21 no restrictions apply.</p> <p>MOPT has a process in place to promote team resilience, reduce COVID spread and align with any future changes to Workplace requirements.</p>	<p>Director of People & Culture – MO & Chief Operating Officer - AT</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none">• limit or stop workers working across multiple sites where practical• keep records of workers who are also working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>All workers and Guests (at events) are required to use the QR Code.</p> <p>Staff rosters are in place to keep records of attendance of business partners, casual event workforce and contractors on site.</p> <p>N.B. Tenanted spaces have their own COVIDSafe business plans in place developed by each Tenant.</p>	<p>Director of People & Culture – MO & Chief Operating Officer - AT</p>