

# BULLETIN

## Occupational Health, Safety and Environment



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### COVID Safe Plan – Template Now Available & Other COVID-19 Updates

Dear Members

Under the Stage 4 restrictions, there are new requirements for businesses that are permitted to stay open, you are now required to prepare and implement a Covid Safe Plan. Essentially this document explains in detail how the business is mitigating the risks of contracting and spreading COVID-19 in the workplace. As foreshadowed in yesterday's bulletin, the Victorian government has now released a template in which members can use to meet the applicable requirements.

Click here for a copy of the [Covid Safe Plan Template](#) and [Covid Safe Plan Guidance](#).

**For further direction on requirements for your Business COVID Safe Plan, please refer to yesterday's bulletin released by VACC OHSE Unit by clicking [here](#).**

#### Workplace Attendance Register

In addition, **all Victorian workplaces** are now required to establish and maintain a 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, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor 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 prior 48 hours. If the business already has a system in place to capture this information, it is not necessary to use this template.

Click here for a copy of the [Workplace Attendance Register](#).

#### What to do if someone tests positive to COVID-19 in your workplace?

Members are advised that the information and related poster for what to do if a worker tests positive for COVID-19 in your business has now been updated. Please find the new and detailed information released in the VACC Update magazine by clicking [here](#). To access the latest version of the poster just released, please click [here](#).

Kind regards

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