

Checklist for business owners/managers

Please note that the checklists outline the Victorian Government restrictions and requirements that apply from 11.59pm on 27th, September 2020.

Prepare your COVIDSafe Plan

Every workplace is required to have a COVIDSafe Plan that is regularly updated. Call Business Victoria on **13 22 15** or visit coronavirus.vic.gov.au for guidance on how to prepare your COVIDSafe Plan and for the [latest industry guidelines](#).

Ensure workplace is set up to adhere to customer limits

- See coronavirus.vic.gov.au current restrictions on customer limits for your industry.
- A density quotient of one customer per four square metres of the space accessible to the public.
- All seating is spaced so that customers are at least 1.5 metres apart if/when seated.

Prepare a cleaning schedule

- Businesses should conduct a comprehensive clean of the premise.
- Establish new processes and schedules for cleaning and disinfecting 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 entrance 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.
- Display a poster at the workplace confirming workers have reviewed the guidelines and evidence that at least one worker has completed the recommended training.
- 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 customer who attends your workplace for longer than 15 minutes (this includes contractors and delivery workers), to include: first name and a contact phone number to support contact tracing. Retain for at least 28 days following the visit.
- Maintain Staff Coronavirus (COVID-19) Health Questionnaires to be completed at the start of each shift.
- Set up a roster to ensure workers do not work across multiple sites, or for multiple employers unless an exemption applies.

Consult with staff

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

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 [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 coronavirus (COVID-19) Response Officer to ensure policies and practices are being followed, workers are trained, and records are kept.

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