



## About the COVIDSafe Plan

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

### In order to be compliant with public health direction:

- All Victorian businesses with on-site operations 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 a 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.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations).

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

## How to develop your COVIDSafe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at [coronavirus.vic.gov.au](https://www.coronavirus.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. Practise physical distancing
2. Wear a face mask
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 additional requirements apply to some industries. For more information on additional industry obligations, see: <https://www.coronavirus.vic.gov.au/additional-industry-obligations>.

**Mandatory requirements under public health direction feature this symbol:**



- 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 [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## Your COVIDSafe Plan

Business name: Fortress Melbourne

Plan completed by: Adam Hodge

Date reviewed: 17/06/2021



# 1. Practise physical distancing

## Requirements and recommendations



**You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.**

- Shared work areas are only accessible to workers, and should only include workers in the density quotient.
- Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.
- Further information can be found at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

**Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace

**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.

**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 [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

**You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.**

## Action

Our venue capacity limit is currently set to the maximum density quotient set by the government based on current restrictions and our venue size (2,700sqm)

All patrons whether bookings or walk-ins MUST be processed through our booking system. Security staffed are deployed at one single entry/exit point during peak times conducting headcounts to ensure Fortress abides by the current density quotient. 

Signs are displayed at entrances to show patron limits.

Where applicable, seating has been spaced out to ensure 1.5 metre distancing.

Floor markings have also been placed in certain areas to ensure minimum physical distancing guidelines

A training module on COVID 19 has been made available on the company HR portal.

Worker and patron levels are reduced to coincide with current government directions.



## 2. Wear a face mask

### Requirements and recommendations



You must ensure all workers adhere to current face mask requirements, as outlined at [coronavirus.vic.gov.au/face-masks](https://coronavirus.vic.gov.au/face-masks)

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

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

### Action

Disposable masks are provided for staff to wear at all times or as outlined by the government.

Signage on how to correctly fit a mask is displayed in the staff room and reception noticeboard.

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

Adhere to additional face mask requirements.

n/a



### 3. Practise good hygiene

#### Requirements and recommendations

#### Action



**You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- Clean high-touch 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.

Contactless ordering is available using beacons on each table.

Tables are cleaned and sanitised after each customer and high contact areas are cleaned and sanitised throughout the day.

Sanitising stations are available in multiple areas around the venue including one at each entry point.

You should display a cleaning log in shared spaces.

A cleaning log is displayed in all bathrooms which are cleaned and sanitised throughout the day

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

Sanitising stations are available in multiple areas around the venue including one at each entry point. We also provide several stations for staff to wash and sanitise their hands in BOH areas.

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

Ensure all areas where workers are working are cleaned at least daily.

All areas are cleaned daily according to standard closing procedure.

Adhere to additional hygiene training requirements.

n/a



## 4. Keep records and act quickly if workers become unwell

### Requirements and recommendations

### Action



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

Staff are told to stay at home and get tested if showing any signs of COVID symptoms



**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 or a close contact while at work.
- Having a plan in place to clean the worksite (or part) in the event of a positive case.
- Having a plan to contact the Department of Health 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 COVID-19 at your workplace.
- Having a plan in the event that you have been instructed to close by the Department of Health.
- Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.

Refer to business continuity plan which includes the following actionable items:

Review COVID register to identify any persons in contact with the individual within the last 48 hours.

Send communication out to all persons in contact to get tested and notify business stakeholders that the venue will be shut down to commence COVID cleaning.

Initiate shutdown of venue including:

- Notification of Worksafe that a notifiable incident has occurred
- Notification of DHHS and provide contact information of any close contacts.
- Deep clean and sanitisation of venue post COVID19 confirmation.

Prepare for absenteeism of staff members required to quarantine or isolate.



You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.\* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See <https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing> for more information.

Fortress Melbourne displays and uses the Victorian Government QR service. QR check-in signage is displayed at all entrances.

\* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.



## 5. Avoid interactions in enclosed spaces

### Requirements and recommendations

**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

Air conditioning system is monitored by Vicinity Centre management to ensure optimal air flow.

As the venue is a multi-faceted 2,700sqm facility. All staff are often spaced out around the venue.

### 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.

n/a



## 6. Create workforce bubbles

### Requirements and recommendations

You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.

### Action

This is considered and managed where possible with the obvious constraints on staffing in hospitality.

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

Limit or cease the number of workers working across multiple work sites where reasonably practical.

Currently workers that are able to work remotely, work from home and office workers abide by the current government restriction guidelines.

Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

At present none of the current workers are working multiple workplaces.