

Your

COVIDSafe

Plan

Book your COVID-19 vaccination at
coronavirus.vic.gov.au/vaccine

1. Do you have a COVIDSafe Plan?

A COVIDSafe Plan is a list of health and safety actions. It is an important part of your occupational health and safety obligations and is required under the Victorian Government's Pandemic Orders. Every Victorian business with on-site operations must have a COVIDSafe Plan for each workplace and provide it to an Authorised Officer (AO) upon request. A copy of the plan must be kept at each workplace. Your plan describes how you will keep your workers and customers safe. It also helps you prepare for a case of COVID-19 in the workplace.

2. Is your workplace COVIDSafe?

Your business must:

- document in your COVIDSafe Plan how you will manage a COVID-19 case in your workplace
- use the Victorian Government QR Code (with limited exceptions) and ask workers and customers to check-in
- keep a record of when you sighted the vaccination status of your workers
- document how you will check the vaccination status of customers where required
- ensure workers and customers wear face masks when required.

Guidance is available at coronavirus.vic.gov.au/sector-guidance. This includes answers to Frequently Asked Questions about how COVIDSafe Settings affect your business.

Some industries are subject to additional obligations. For more information visit coronavirus.vic.gov.au/additional-industry-obligations

3. What else can you do to reduce the risk of COVID-19 at your business?

Further reduce the risk of COVID-19 transmission at your business by:

- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face
- making hand sanitiser available
- increasing airflow and reducing the recirculation of air.

4. Do your workers know your COVIDSafe Plan?

Your employees must comply with the COVIDSafe Plan, so it's important they understand it. Ask for their input, including from your Health and Safety representatives, and provide training. Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

5. Can an Authorised Officer request your COVIDSafe Plan?

Authorised Officers (AOs) from across Victorian Government departments and agencies conduct regular inspections of businesses to ensure they are following required COVIDSafe Settings. AOs may request to see you have a COVIDSafe Plan at each workplace and that you have implemented all requirements. You must make changes to your COVIDSafe Plan if an AO directs you to. Non-compliance may result in court action and penalties.

6. How can you help everyone to do the right thing?

Signs, posters and templates for your business are available at coronavirus.vic.gov.au/signs-posters-and-templates

Translated COVIDSafe Plan templates are available at coronavirus.vic.gov.au/covidsafe-plan#covidsafe-plan-in-languages-other-than-english.

Translated information is also available via the **Business Victoria Hotline 13 22 15**.

This is how you will keep your workers and customers safe

Business Xin Jin Shan Chinese Language and Culture School Trading name Xin Jin Shan Chinese Language and Culture School Inc.

ABN/ACN 79 298 006 092 QR Code/s for this site.....

Contact person Kevin Hu Contact number 0432 716 193

Address 100 Stephensons Rd, Mount Waverley VIC 3149

Date reviewed 05/02/2022 Next review 05/02/2023

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order:

Name Kevin Hu Signature 

Job title Principal Date 05/02/2022

Document how you will manage a COVID-19 case at your business

Requirements	Action (add your responses)
Workers must get tested at the first sign of symptoms. If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible. When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do. Visit coronavirus.vic.gov.au/case-workplace for the latest information and advice, and resources to help you manage the situation. If you need help with any of the steps, call the Department of Health on 1300 651 160 .	<p>Do your workers know to get tested and isolate at the first sign of symptoms? XJS has informed all the updated information about Covid-19 from DET and CLV.</p> <hr/> <p>Who will identify workplace contacts? The School Principal.</p> <hr/> <p>Who will notify workplace contacts and advise on actions to follow? Once positive test results have been received, the School Principal would inform all the students, parents and school staff about the cases and advices on actions to follow.</p> <hr/> <p>Who will notify your health and safety representative? The HR manager would document the actions taken.</p> <hr/> <p>Who will document the actions taken? The HR manager would document the actions taken.</p> <hr/> <p>Who will notify the Department of Health? The person who gets positive result is required to notify the Department of Health immediately.</p> <hr/> <p>What will your business do if you or your workers need to isolate? The School Principal or HR manager would inform the staff with positive results to stop coming to office and school campus for 7 days for isolation and inform other staff about the cases.</p>

Recommendations	Action (add your responses)
Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes. Visit coronavirus.vic.gov.au/covidsafe-workplaces for the latest advice.	<p>Have you rostered your workers into groups? Staff are rostered into Saturday and Sunday groups and campus groups.</p> <hr/> <p>Is there an overlap of workers during shift changes? Yes, there are a couple of staff working both Saturdays and Sundays or working on two campuses.</p>

Make sure workers are fully vaccinated if working outside their home

Requirements	Action (add your responses)
To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.	Who will check the vaccination status of your workers?
If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.	How will you manage the records of vaccination status?
Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.	If your business operates across multiple sites, how will the records be managed — centrally or by location?

All the staff are required to report their vaccination status to campus managers and School Principal.

All the records of vaccination status would be kept by campus managers and submitted to School Principal as well.

The records would be mainly managed by location.

Make sure customers check in and are vaccinated if required

Requirements	Action (add your responses)
Register a Victorian Government QR Code for each workplace at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service	Who is responsible for checking the location of QR Code posters?
Businesses must display Victorian Government QR Code posters at each public entrance to the premises (both indoor and outdoor) and at points of sale (in a retail or food and drink premises).	
Make sure everyone checks in.	
<ul style="list-style-type: none"> If someone cannot check themselves in, the Service Victoria Kiosk check-in service allows businesses to use their smartphone, tablet or computer to check people in. Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption. 	Who is responsible for making sure customers have checked in (if required for your business)?
For information on:	
<ul style="list-style-type: none"> customer vaccination requirements, visit coronavirus.vic.gov.au/sector-guidance how to check customer vaccination status, visit coronavirus.vic.gov.au/checking-customers-vaccination-status 	Who is responsible for confirming customers are fully vaccinated?

The campus admin staff would be responsible for checking the location of QR Code posters.

The campus admin staff would supervise customers to check in when entering the campuses.

The campus admin staff would check customers' vaccination record when they enter the campuses.

Record keeping

Requirements	Action (add your responses)
<p>In addition to records on worker vaccination information and QR Code processes, businesses are required to maintain detailed records of worker attendance, areas of work and contact details.</p> <p>Visit coronavirus.vic.gov.au/covidsafe-workplaces for the latest information and advice.</p> <p>Consider alternative record keeping methods if you lose power or wi-fi access.</p>	<p>All the attendance records, areas of work and contact details are kept in a professional HR app which is accessible by school managers.</p> <p>Describe how you will keep records of this information.</p> <hr/> <p>Who will keep records up to date?</p> <p>HR manager would update these information regularly or once updates are received from workers.</p>

Wear face masks to reduce the risk of COVID-19 transmission

Requirements	Action (add your responses)
<p>Ensure all workers follow the current face mask requirements.</p> <p>Visit coronavirus.vic.gov.au/face-masks-when-wear-face-mask for the latest information and advice.</p> <p>In settings where face masks are required, businesses and venues must display face mask posters at each public entrance. These are available at coronavirus.vic.gov.au/signs-posters-and-templates.</p> <p>For information on sectors requiring additional Personal Protective Equipment (PPE) obligations, visit coronavirus.vic.gov.au/sector-guidance for the latest information and advice.</p>	<p>Do workers know the face mask requirements for your business?</p> <p>The school has informed all the students, parents and staff about the latest requirements of face masks required by DET and CLV.</p> <hr/> <p>Who will make sure workers understand how to wear face masks correctly and when they need to wear them?</p> <p>Face mask posters are presented at each public entrance of campuses and workplace.</p> <hr/> <p>If required, who will provide workers with face masks?</p> <p>The school has provided all the workers face masks for free and there are extra face masks available on each campus and office venue if anyone forget to bring face masks to workplace.</p> <hr/> <p>Are face mask posters required to be displayed in your business setting?</p> <p>Yes.</p> <hr/> <p>Where are face mask posters displayed?</p> <p>Face mask posters are presented at each public entrance of campuses and workplace.</p>

Recommendations	Action (add your responses)
<p>It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required.</p> <p>Visit health.vic.gov.au/worker-health-wellbeing/protective-personal-equipment-ppe for the latest information and advice.</p> <p>Masks should be worn for up to four hours and replaced after this time.</p>	<p>Do your workers understand the risk of airborne transmission?</p> <hr/> <p>Do you provide training, instruction and guidance on PPE use and disposal?</p> <hr/> <p>The school has provided training regarding workplace health and safety issues and relevant information can also be found in the school's HR website for reading.</p> <hr/> <p>The school has provided training regarding workplace health and safety issues and relevant information can also be found in the school's HR website for reading.</p>

Improve indoor air quality

Recommendations	Action (add your responses)
<p>Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.</p> <p>This can be improved by:</p> <ul style="list-style-type: none"> - opening windows - leaving doors open in hallways and corridors - adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air. 	<p>Can doors and/or windows be opened?</p> <hr/> <p>Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?</p> <hr/> <p>Do you regularly service your HVAC systems including upgrading filters?</p> <hr/> <p>Yes.</p> <p>Yes.</p> <p>Yes.</p>
<p>Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.</p>	<p>Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?</p> <hr/> <p>All the classrooms are equipped with portable filtration units.</p>

Practise good hygiene and physical distancing

Requirements	Action (add your responses)	
<p>Businesses should be aware of any rules that limit the number of people on a work premises.</p> <p>Soap and hand sanitiser should be available for all workers. Encourage regular handwashing.</p> <p>Visit coronavirus.vic.gov.au/how-we-work-current-restrictions for the latest information and advice.</p>	<p>Are there any limits on the number of customers or workers currently in force for your sector?</p>	<p>The regulation about the number limits of people indoors has changed and currently there are no limits on number of people in workplace.</p>
	<p>Are wash stations easily accessible and adequately stocked?</p>	<p>Soap and hand sanitizer are easily accessible in classrooms and office venues and adequately stocked.</p>
	<p>Can everyone access sanitiser when they arrive?</p>	<p>Hand sanitizers are easily accessible on the entrance of classrooms and office venues.</p>

Recommendations	Action (add your responses)	
<p>It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters.</p> <p>Visit coronavirus.vic.gov.au/covidsafe-workplaces for the latest information and advice.</p>	<p>How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms)?</p>	<p>All the visitors on campus would be received in the Hall for enquiry, textbook collection and tuition fee payment. They are also advised to keep social distance to avoid crowding indoors. Big screen shields are set up in front of receptionist to reduce the airborne transmission.</p>

Please ensure you check the latest guidance for your sector at [CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated. For more information on our privacy policy, please email icc@ecodev.vic.gov.au or call the **Business Victoria Hotline on 13 22 15**.

For help with your COVIDSafe Plan:

- visit [CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)
- call the **Business Victoria Hotline on 13 22 15**. Translators are available.