

COVID Safe workplaces

What employees need to know



Employees must help to create a COVID Safe workplace

Under the Stage 4 restrictions, there are new requirements for businesses. Certain services and industries will be able to remain operational, and will be required by law to have a COVID Safe Plan.

Employees have a responsibility to help create a COVID Safe workplace by following the rules set out by their employer.

Employee obligations

Under the Stage 4 restrictions, workers must:

- Know your workplace's COVID Safe Plan and understand what's required
- If you can work from home, you must work from home
- If you need to travel to work, you must have a permit
- Check that you are feeling well before starting your shift – you cannot work if you have symptoms of coronavirus (COVID-19). Your employer is not allowed to require you to work if you have symptoms.
- Provide your details to your employer when you start your shift, for record keeping purposes
- Unless an exemption applies, only work at one location – you cannot generally work across multiple worksites or for multiple employers
- If you have symptoms of coronavirus, get tested and then stay home. You must stay home until you have your result
- Tell your employer if you test positive to coronavirus (COVID-19)
- Keep your workplace safe, by regularly cleaning equipment and shared spaces

Your workplace's COVID Safe Plan

Every workplace must have a COVID Safe Plan to help protect its workers, customers and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in your workplace.

Your workplace's COVID Safe Plan will set out:

- Actions to help prevent the introduction of coronavirus (COVID-19) in the workplace
- The level of face-covering or personal protective equipment (PPE) required for the workforce
- How it will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in the workplace

Ask your employer to see your workplace's COVID Safe Plan.

For more information on creating a COVID Safe workplace, visit [Business Victoria](#).

For more information on the latest restrictions, visit the [DHHS website](#).

