



LAW
INSTITUTE
VICTORIA

Guide to developing a COVIDSafe Plan for your Firm

Version 1.0 – Issued 28 October 2020

This document has been prepared as guidance for LIV members to respond to issues arising from COVID-19.

Law Institute of Victoria
Level 13, 140 William Street, Melbourne VIC 3000
GPO Box 263, Melbourne VIC 3001, DX 350 Melbourne

T 03 9607 9311 www.liv.asn.au

Developing a COVIDSafe Plan

1. Introduction

All businesses in Victoria that have people working on or customers attending any premises must have a COVIDSafe Plan in place.

From 11.59pm on 27 September, all businesses in regional Victoria will require a COVIDSafe Plan for each open work premise.

Work premises that are currently closed under restrictions should develop a COVIDSafe Plan as a way of ensuring they have measures in place to keep their staff and customers safe when they are able to re-open.

2. Common Questions and Answers

Why does my Law Firm need a COVIDSafe Plan?

All Victorian businesses are required to have COVIDSafe Plans under Public Health directions if they have onsite operations.

A COVIDSafe plan sets out employer obligations and includes the actions taken by the legal firm to reduce the risk of introduction and spread of coronavirus (COVID-19) in the work premises.

By developing a COVIDSafe Plan and implementing it, your firm will be better placed to protect your staff, clients and help slow the spread of coronavirus (COVID-19).

A legal Firm must comply with a request to present or modify COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

I'm a sole principal without staff, do I need a Plan?

Yes. If you are operating your business onsite (which includes working from home), you are required to have a COVIDSafe Plan in place - even if you are a sole principal.

This will ensure you have steps in place to reduce the risk of coronavirus (COVID-19) transmission and develop contingency plans for your business.

How do I develop a COVIDSafe Plan?

The LIV has developed a sample COVIDSafe Plan for the use of small to medium legal firms. The sample plan must be customised to reflect the physical environment of the firm and how it operates,

As an employer you have a responsibility to consult employees, so far as reasonably practicable, on matters related to health and safety that directly affect, or are likely to directly affect them. This includes consultation on identifying hazards or risks and decisions about how to control risks associated with coronavirus (COVID-19). In addition to completing a COVIDSafe Plan, you are still required to continue to meet your obligations under the Occupational Health and Safety Act 2004.

What do I need to include in my plan?

The LIV COVIDSafe template addresses the six COVID Safe Principles being:

1. Ensure physical distancing
2. Wear a face covering
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 for your Firm, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement.

Once my plan is finalised do I need to undertake any further action?

Yes, you need to regularly review and update to reflect any changes to public health advice and share with all staff. Where possible it is highly recommended that you discuss the plan with your workers before you finalise it. Or make any changes as a result of staff feedback.

If I have multiple offices can I use the same plan?

No, each office must have their own plan which reflects the variances in physical workshops and variations of how other offices may operate. However you if the practices are very similar only minor modification may be required.

How do I use the LIV sample plan?

The LIV have developed a sample plan for your firm to use as a template and customise based on your physical environment and work practices.

The template sets out the mandatory requirements as well as additional good practices.



To ensure your firm is compliant with the Public Health directions you must have a compliant COVIDSafe Plan.

This requires you to identify the actions you have taken in all mandatory fields which state **You Must**

Where requirements state **You Should** it is highly recommended that you consider the recommended actions based on your role as a leader in educating and protecting the health and well-being of your staff and clients.

The sample plan template (without the guidance and Q&As) can also be downloaded from the LIV website.

The listing of additional resources provides access to tools and resources to help you implement your firm's COVIDSafe plan.

3. Additional Resources

Access to the latest COVID Directives and guidance

- [LIV COVID Hub](#) – Information for the Profession
- [Latest Victorian Government Coronavirus \(COVID-19\) Directives](#)

Resources to use in your Firm

Workplace Register

- [Fact Sheet - Creating a COVIDSafe Workplace](#) – Poster & Staff Education
- [Fact Sheet - What to do is a staff member tests positive](#) (Use as a Poster & Staff Education)
- [Fact Sheet - What to do is a work member is unwell](#) (Use as a Poster & Staff Education)
- [What Mask you can and cannot wear](#) (Use as a Poster & Staff Education)
- [Keep Your Social Distance](#) (Use as a Poster & Staff Education)
- [How to wear a face mask](#) (Use as a Poster & Staff Education)
- [Cover and sneeze](#) (Use as a Poster & Staff Education)
- [Wash your hands regularly](#) (Use as a Poster & Staff Education)
- [Office Posters to customise](#) – Including space capacity posters, distancing resources, tearoom and bathroom posters etc.

Infection Control Education

- COVID-19 LIVE Chat **Recording** – [Transitioning from Home to Work & Infection Control](#)
- [Face mask guidance including common Q&As](#)



COVIDSafe Plan for a <Insert firm Name>

Plan completed by:	
Date shared with Staff:	
Date reviewed:	

1. Ensure physical distancing

Requirements	Actions Undertaken (Customise actions)
<p>You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Allocate different doors for entry and exit • Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit • Use floor markings to provide minimum physical distancing guides at entrances and exits • Establish contactless delivery or invoicing. • Display signage for delivery drivers. • Identify designated drop off areas. • Outlining the maximum occupancy of areas that are open to the general public including information about signage
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square meters of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<ul style="list-style-type: none"> • Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break

<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au • Informing workers to work from home wherever possible 	<ul style="list-style-type: none"> • Develop and educate workers on strategies and work practice changes to maintain physical distancing • Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions • Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly • Reinforcing the importance of not attending work if unwell • Ensuring appropriate information on the use of face coverings and PPE • Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits • Identify the roles that are required to be performed from home or can be adapted to be performed from home • Adapt working arrangements to enable working from home • Regularly assess workers in attendance at the workplace to determine whether they are required to be there
---	--

2. Wear a face covering

Requirements	Actions Undertaken (Customise actions)
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p>	<ul style="list-style-type: none"> • Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn • Monitoring use of face coverings in all workers, unless a lawful exception applies
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p>	
<p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	

3. Practise good hygiene

Requirements	Actions Undertaken (Customise actions)
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean 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 	<ul style="list-style-type: none"> • Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) • Provide information about workplace cleaning schedule and how to use cleaning products • Identify which products are required for thorough cleaning • Monitor supplies of cleaning products and regularly restock • Swapping shared coffee and condiments for single serve sachets • Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment • Provide workers with their own personal equipment, labelled with their name
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> •
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Location of hand sanitiser stations throughout the worksite (i.e. where are they placed) • Ensuring rubbish bins are available to dispose of paper towels • Ensuring adequate supplies of soap and sanitiser • Ensuring workers have information on how to wash and sanitise their hands correctly.

4. Keep records and act quickly if workers become unwell

Requirements	Actions Undertaken (Customise actions)
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS 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 coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<ul style="list-style-type: none"> • Establish a process for notifying workers and close contacts about a positive case in the workplace. • Establish a cleaning process in the event of a positive case. • Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative • Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite • Establish a process for notifying Worksafe that the site is reopening
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • Consider implementing temperature checking • Ask workers to complete a health questionnaire before starting their shift • Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system • Review processes to maintain up-to-date contact details for all workers • Provide information on protocols for collecting and storing information

You should implement a screening system that involves temperature checking upon entry into a workplace.	
--	--

5. Avoid interactions in enclosed spaces

Requirements	Actions Undertaken (Customise actions)
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

6. Create workforce bubbles

Requirements	Actions Undertaken (Customise actions)
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none"> • Communicate to workers so they understand they cannot work across multiple sites • Adjust rosters and develop procedures to ensure workers do not work across multiple sites • Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time • Encourage workers to minimise time in shared facilities when taking breaks • Ensure groups of workers do not mix across different shifts
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<ul style="list-style-type: none"> •



**LAW
INSTITUTE
VICTORIA**