

Protecting yourself and others from coronavirus

# COVID – 19 Safety Plans



This interim information is based on what is currently known about coronavirus (COVID-19) and the current situation in Tasmania. The Tasmanian Government will update interim information as needed and as additional information becomes available. Visit [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au) for the latest information.

*The Government has a plan to ‘Rebuild a Stronger Tasmania’.*

*As part of this plan, all workplaces will be required to have a COVID-19 Safety Plan to document how they will comply with the COVID-19 Minimum Standards.*

## COVID-19 Safety Plans

As workplaces reopen, they will need to demonstrate their compliance with the Minimum Standards.

Templates are available to support small and medium-sized businesses to assist in the development of COVID-19 Safety Plans based on sector-specific guidelines.

There are Public Health Orders in place that require current workplaces to comply with many of the Minimum Standards.

Workplaces wanting to continue or restart operations will need their COVID-19 Safety Plans in place as follows:

- **From 11 May 2020** – Funerals and Churches wanting to have funeral services up to 20 people from 11 May 2020 will need a COVID-19 Safety Plan. Funerals of 10 people or under do not require a COVID-19 safety plan.
- **From 18 May 2020** – Restaurants and cafes in all settings, community and local government facilities and libraries also need a COVID-19 Safety Plan.
- **From 15 June 2020** – All other sectors will need a COVID-19 Safety Plan to reopen.

All workplaces must comply with all of the Minimum Standards from 15 June 2020.

Business are encouraged to register for COVID Ready window stickers and poster once their COVID-19 Safety Plan is developed and in place. This sticker or poster will provide the Tasmanian community with confidence that your workplace is best prepared to manage and respond to COVID-19.

## Developing Plans

Developing a COVID-19 Safety Plan is the best way to demonstrate compliance with the Minimum Standards (see over the page).

Individual Safety Plans will depend on the size and nature of your workplace.

The Small Businesses template is an easy step-by-step process for developing a COVID-19 Safety Plan.

The Medium-Sized Businesses template provides a broader framework for developing COVID-19 Safety Plans. This template can be used by any workplace that wants greater flexibility in the process of drafting their plan. Businesses that are already working to an industry standard for managing COVID-19 may find it easier to use the Template for Medium-Sized Businesses.

Large enterprises may already have well developed COVID-19 Plans in place for a range of workplaces. Existing plans need to be reviewed to ensure that meet the Minimum Standards.



## COVID-19 Safe Workplace Guidelines

One size doesn't fit all. Safe Workplace Guidelines are being developed with sectors and peak bodies as a practical guide on how businesses and workplaces can meet the Minimum Standards. The sectors are consistent with the Australian and New Zealand Standard Industrial Classification 2006 (ANZSIC).

For an example download the Safe Workplace [Guideline for Funeral Services](#) from the WorkSafe Tasmania website.

## Minimum Standards

WorkSafe Tasmania and Public Health have developed Minimum Standards that all workplaces will be required to meet to manage risks posed by COVID-19 as best as possible. Compliance of the Minimum Standards will be monitored by inspectors.

### Minimum standards a workplace will be required to meet are:

- Manage the risks of a person contracting or spreading COVID-19 in the workplace
- Implement and maintain a cleaning schedule across the workplace
- Have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- Ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace
- Make sure physical distancing requirements are met by workers, contractors and other people entering, leaving or moving around the workplace
- Provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by workers
- Provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.

## Resources

Use the following resources, available at [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au)

[Checklist](#)

[COVID-19 Safety Plan Template for Small Businesses](#)

[COVID-19 Safety Plan Template for Medium Businesses](#)

[COVID Ready stickers and posters](#)

## For more information

Contact the Business Tasmania Hotline on **1800 440 026**

Visit [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)