



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.

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.

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://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan (July 2021 to Nov 2021)

Business name: Czech & Slovak Film Festival of Australasia Inc.

Plan completed by: Caroline Ondracek, Association Secretary (caroline@casffa.com.au)

Date to be reviewed: 05/8/2021 (and every two months)

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)



Practise physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Work areas are virtual, all committee members working towards the festival are working from home. • Only festival events will be face to face and will require safe physical distancing (if Victorian and ACT government lockdown restrictions do not apply at the time of the event). • Comply with relevant density quotient and signage requirements in the Workplace Directions (for each event). • All festival committee members will adhere to and prepare events in line with the current venue COVID Safe visitor guidelines (see below): • CaSFFA will only partner with on-site providers who have robust CovidSafe plans in their venues. • Our venue partners' current COVID Safe guidelines and websites: <ul style="list-style-type: none"> ○ ACMI: https://www.acmi.net.au/plan-your-visit/ ○ Foreigner brewery: https://shop.foreignerbrewing.com.au/ (Foreigner brewery adhere to Victorian Government Hospitality venue restrictions) ○ NFSA: https://www.nfsa.gov.au/visit-us ○ Village Cinemas (Coburg Drive-in): https://villagecinemas.com.au/
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. 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 density quotients apply for your workplace <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. 	<ul style="list-style-type: none"> • Establish contactless delivery or invoicing if necessary.

<ul style="list-style-type: none"> • Reviewing delivery protocols to limit contact between delivery drivers and workers. 	
<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 coronavirus.vic.gov.au 	<ul style="list-style-type: none"> • Develop and educate committee members or volunteers on strategies and work practice changes to maintain physical distancing. • Reinforce messaging to committee members or volunteers that physical distancing needs to be maintained during work and during social interactions.
<p>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.</p>	<ul style="list-style-type: none"> • Work areas are virtual as all committee members and volunteers are working from home.



Wear a face mask

Requirements and recommendations	Action
 You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	<ul style="list-style-type: none"> • Work areas are virtual, all committee members working towards the festival are working from home. • During events, all committee members and volunteers of CaSFFA will be wearing masks in accordance to the Victorian government requirements at the time of the event. This will be as outlined at coronavirus.vic.gov.au/face-masks. <ul style="list-style-type: none"> ○ Monitoring use of face coverings in all committee members or volunteers, unless a lawful exception applies.
<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 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.</p>	<ul style="list-style-type: none"> • Committee members and volunteers of CaSFFA will be wearing masks in accordance to the Victorian government requirements at the time of the event and will follow directions at coronavirus.vic.gov.au/face-masks.

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

Adhere to additional face mask requirements.	<ul style="list-style-type: none"> • Not applicable
--	--



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.	<ul style="list-style-type: none"> • If the 2021 Festival goes ahead face to face all cinemas at ACMI and NFSA venues will be cleaned between film showings. This is a venue requirement stimulated by the venue and CaSFFA have this information confirmed in writing from the venues

<p>You should:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Obtain information about venue cleaning schedule and how to use cleaning products. • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. • Provide committee members or volunteers with their own personal equipment, labelled with their name if necessary.
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • Our venue partners are required to adhere to this requirement.
<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"> • CaSFFA can supply addition hand sanitiser if required. • Ensuring committee members and volunteers have information on how to wash and sanitise their hands correctly.

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

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	<ul style="list-style-type: none"> • Not applicable
<p>Adhere to additional hygiene training requirements.</p>	<ul style="list-style-type: none"> • Not applicable



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.	<ul style="list-style-type: none"> • CaSFFA is a volunteer run organisation and cannot provide financial support to committee members or volunteers taking part in the 2021 festival. • Whilst CaSFFA cannot pay financial support if volunteers are isolating post-test, if volunteers are isolating they will not be working at events and other arrangements will be made.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Establish a process for notifying committee members or volunteers and close contacts about a positive case at a venue or event.
 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-	<ul style="list-style-type: none"> • Use the free Victorian Government QR Service for electronic record keeping for each event. Ensure committee members and volunteers have downloaded the app, and train staff to facilitate use of the app by visitors attendees. • Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including

and-digital-record-keeping-contact-tracing for more information.	areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system.
--	---

* 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>.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<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"> • Our venue partners are required to adhere to this requirement.

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

<p>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.</p>	<ul style="list-style-type: none"> • Not applicable
--	--



Create workforce bubbles

Requirements and recommendations	Action
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.	<ul style="list-style-type: none">• During events as part of CaSFFA we will be able to stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.

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.	<ul style="list-style-type: none">• Not applicable
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	<ul style="list-style-type: none">• Not applicable