

# COVID-19 Business Support

It is mandatory for every Victorian business with on-site operations to have a physical copy of a COVIDSafe Plan. To ensure compliance, Authorised Officers from the Victorian Government are conducting random spot checks throughout Victoria.

The COVIDSafe Plan has been developed to support businesses in maintaining a COVIDSafe workplace and preparing for a suspected or confirmed case of COVID-19 in the workplace.

When completing your plan, you must outline the actions you will take to meet the listed requirements. If you are in a restricted or heavily restricted industry, additional requirements may apply. Download the COVIDSafe Plan: [coronavirus.vic.gov.au/covidsafe-plan](https://coronavirus.vic.gov.au/covidsafe-plan)

If you have had a confirmed case of COVID-19 in your business, the Department of Health has guidelines for you to follow: [coronavirus.vic.gov.au/confirmed-case-workplace](https://coronavirus.vic.gov.au/confirmed-case-workplace)

You must also notify Work Safe Victoria: [worksafe.vic.gov.au/report-confirmed-positive-case-covid-19](https://worksafe.vic.gov.au/report-confirmed-positive-case-covid-19) or by phone on 13 23 60.

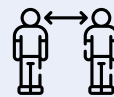
## COVIDSAFE SIGNAGE

Signage, including QR code posters, should be displayed prominently at each entrance to a venue or workplace, or near the entrance if required to prevent people from lining up or congregating unsafely.

Download COVIDSafe signs, posters and templates: [coronavirus.vic.gov.au/signs-posters-and-templates](https://coronavirus.vic.gov.au/signs-posters-and-templates)

Additional QR Code, Business Grants and Support, COVIDSafe Workplaces and sector-specific information: [coronavirus.vic.gov.au/business-and-work](https://coronavirus.vic.gov.au/business-and-work)

### The COVIDsafe plan is comprised of 6 principles:



**1. PRACTISE PHYSICAL DISTANCING**  
Density limits apply to the number of people who can be in a venue or facility at the same time. Check the current restrictions for the most up to date information.



**2. WEAR A FACE MASK**  
Check current restrictions on the use of face masks.



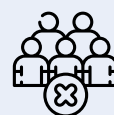
**3. PRACTISE GOOD HYGIENE**  
Provide hand sanitiser and regularly disinfect 'high touch' surfaces such as door handles.



**4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL**  
Every business (with some limited exceptions) must use the free Victorian Government QR Code Service to check-in customers, workers and visitors, no matter how long they are at the premises. To check-in, use the Service Victoria App or, pen and paper as a last resort.



**5. AVOID INTERACTIONS IN ENCLOSED SPACES**  
Move outside where practical, or open windows to create more airflow.



**6. CREATE WORKPLACE BUBBLES**  
Try to roster the same staff for the same shifts.

## COVID-19 BUSINESS SUPPORT

The Victorian Government has recently announced boosted funding to support businesses in industries ranging from hospitality to non-essential retail, accommodation, events businesses, hairdressing and beauty services.

Programs include:

- Business Costs Assistance Program
- Small Business COVID Hardship Fund
- Licensed Hospitality Venue Fund 2021
- COVID-19 Disaster Payments

More information about the business support programs at: [business.vic.gov.au](https://business.vic.gov.au)

The Business Victoria Hotline provides support and information on restrictions to help your workplace plan and respond to COVID-19. For more information, call the Business Victoria Hotline: 13 22 15.

### **Kingston Mentor Partners Program**

Looking for guidance in an area of your business? This joint initiative with the City of Kingston and Glen Eira City Council offers local businesses free sessions with a business mentor. For more details about the program: [gleneira.vic.gov.au/services/business-support/supporting-your-business/mentor-partners-program](https://gleneira.vic.gov.au/services/business-support/supporting-your-business/mentor-partners-program)

### **Kingston B-Well Program**

The City of Kingston, in partnership with Central Bayside Community Health Service, can offer you free counselling. For more information: [kingston.vic.gov.au/Business/B-Well](https://kingston.vic.gov.au/Business/B-Well)

### **Sign up to the Business E-newsletter**

Keep up to date with programs and business support by signing up to the e-newsletter: [kingston.vic.gov.au/Business](https://kingston.vic.gov.au/Business)

## OTHER HELPFUL LINKS

### **Australian Tax Office information:**

[ato.gov.au/General/COVID-19/Additional-support-during-COVID-19/](https://ato.gov.au/General/COVID-19/Additional-support-during-COVID-19/)

### **COVIDSafe Plan in languages other than English:**

There is a range of COVIDSafe information translated in different languages to support and assist people from culturally and linguistically diverse backgrounds, health professionals and industry. Information includes factsheets and promotional materials.

This information can be accessed directly at:

[coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19](https://coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19)

If you need an interpreter, call the Coronavirus Hotline on 1800 675 398 and press "0".

### **Free COVIDSafe Virtual Consultation:**

The Australian Retailers Association is offering free, one-hour virtual consultation to make sure your COVIDSafe Plan is following best practices. All you need is an internet connection and your COVIDSafe Plan: [upskill.business.vic.gov.au/upskill/covidsafe-virtual-consultation/](https://upskill.business.vic.gov.au/upskill/covidsafe-virtual-consultation/)

### **COVID-19 Infection Control Training:**

You and your staff can get free training in infection control from Skills Victoria: [skills.vic.gov.au/s/free-infection-control-training](https://skills.vic.gov.au/s/free-infection-control-training)