

# GUIDELINES

## COVIDSafe Deep Cleaning Rebate

### Program Summary

The COVIDSafe Deep Cleaning Rebate is part of the COVIDSafe Business Fund that assists industry and business with the management of workplace coronavirus transmission.

The program supports small and medium-sized businesses by reimbursing the cost of professional 'decontamination' cleaning services carried out following the notification of a COVID 19 case at the site.

The purpose of this support is to reduce or limit instances of workplace transmission of COVID-19 and to limit out of pocket cleaning expenses for eligible businesses.

### 1 Eligibility Criteria

#### 1.1 To be eligible for the rebate, a business must:

- a) operate from a COVID-19 affected worksite in Victoria (**Worksite**); and
  - b) attest to having a suspected or confirmed onsite COVID-19 case; and
  - c) have undertaken a 'deep clean' or 'decontamination clean' of the affected Worksite by a Professional Cleaning Service<sup>1</sup> in accordance with Department of Health and Human Services (**DHHS**) COVID-19 cleaning guidelines (COVID-19 'deep clean' or 'decontamination clean')<sup>2</sup> (**DHHS COVID-19 Guidelines**); and
  - d) have evidence of the expenditure incurred for the cost of the decontamination cleaning at the affected Worksite and payment of the expenditure,
- and further, all of the following must apply:
- e) hold a valid Australian Business Number (ABN);
  - f) have an annual payroll of less than \$3 million in 2019-20 on an ungrouped basis<sup>3</sup>;
  - g) be registered with WorkSafe<sup>4</sup> if employing people; and
  - h) be registered as a trading business with the responsible Federal or State regulator<sup>5</sup>.

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<sup>1</sup> "Professional Cleaning Service" is defined as a separate external business entity engaged in the business of professional cleaning or a team of professional internal cleaning staff employed by the business and who have not been required to self-isolate.

<sup>2</sup> See DHHS Guidelines "Cleaning and Disinfecting after a COVID-19 Case in the Workplace" at <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#how-to-clean-and-disinfect-after-a-covid-19-case-in-the-workplace>. Note: DHHS Guidelines stipulate that a decontamination clean employs the two elements of (1) cleaning, and (2) disinfection of the relevant area/site applicable at the time of cleaning.

<sup>3</sup> Where a business is in a payroll group, the payroll eligibility criteria applies to each business in the payroll group. That is, any member of a group with an annual payroll of up to \$3 million in 2019-20 can apply.

<sup>4</sup> The applicant is able to provide a 'WorkCover employer number'.

<sup>5</sup> Where required by relevant and applicable legislation. Responsible regulators are the Australian Securities and Investment Commission (ASIC) and the Australian Business Register; the ACNC for charities and not-for-profits; and Consumer Affairs Victoria (CAV) for incorporated associations and partnerships .

## 2 Available funding

- 2.1 A rebate grant amount of up to 80 per cent of the decontamination cleaning cost is available, capped at \$10,000 (exc GST) per Worksite per separate event of onsite cleaning due to a suspected or confirmed COVID-19 case.<sup>6</sup>
- 2.2 Grant funding is available to eligible applicants who can show they have engaged a Professional Cleaning Service to perform a decontamination cleaning at the Worksite under the DHHS COVID-19 Guidelines. If multiple Professional Cleaning Service providers are required to undertake the specialist onsite cleaning, this is permissible up to the \$10,000 (exc GST) cap amount.

## 3 Application process and information

- 3.1 Rebate funding will be allocated through a grant application process, if the business is eligible and the evidence provided is assessed as satisfactory by the Department of Jobs Precincts and Regions.
- 3.2 Businesses that have previously undertaken deep or 'decontamination' cleaning after 25 January 2020 (first confirmed COVID-19 case in Victoria) due to a suspected or confirmed case of COVID-19 can apply for a rebate if they can provide the applicable evidence of eligibility.
- 3.3 Applicants must ensure that their Australian Business Register (ABN) registration information for the affected business has been held on and since 1 August 2020 and is current.
- 3.4 All questions in the application need to be completed to ensure timely assessment and payment of the rebate.

## 4 Evidence of eligibility

- 4.1 Applicants must certify that they meet the eligibility criteria.
- 4.2 Applicants must provide the following evidence of eligibility:
  - An attestation that they have had a suspected or confirmed onsite COVID-19 case; and
  - If using an external Professional Cleaning Service, itemised invoices or other evidence of payment for the total amount paid for cleaning the Worksite under the DHHS COVID-19 Guidelines; or
  - If using an internal Professional Cleaning Service carried out by staff usually engaged or employed by the business and who have not been required to isolate, evidence of itemised, internal costs incurred for cleaning the Worksite under the DHHS COVID-19 Guidelines in addition to business as usual cleaning activities.

## 5 Eligibility Compliance and Awarding of Rebate

- 5.1 Applicants are subject to a risk assessment which verifies the ABN and business name registration details provided with the Australian Securities and Investment Commission,

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<sup>6</sup> The cost of repeat cleaning under the same event because the original clean was of an insufficient standard to meet DHHS COVID-19 Guidelines is included for the purposes of determining in the \$10,000 cap.

- Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator.
- 5.2 As part of the assessment process, information and evidence provided by applicants will be subject to a crosscheck with other government agencies such as the State Revenue Office, WorkSafe and DHHS.
- 5.3 Any of the following circumstances may be taken into consideration among others in any decision whether to award a rebate:
- the evidence does not support that the cleaning costs claimed were incurred for a decontamination clean under the DHHS COVID-19 Guidelines, or there is a report from DHHS that the clean was not satisfactory
  - any adverse findings by a regulator regarding a business
  - a business is placed under external administration
  - there is a petition to wind up or deregister a company or business; or
  - the business is, or becomes, deregistered or unregistered (including cancellation or lapse in registration).
- 5.4 Applicants will be subject to audit by the Victorian Government or its representatives and will be required to produce evidence at the request of the Victorian Government for a period of four years after the grant has been approved to demonstrate that the information provided in the application is true and correct, including that the use of the funds were for the purpose of a decontamination clean, the claimed costs were incurred, and payment for the claimed costs was made.
- 5.5 If any information in the application is found to be false or misleading against the terms of funding, as set out in these guidelines and the application, the grant will be repayable on demand.

## 6 Other information

- 6.1 The COVID Deep Cleaning Rebate will be open for applications until the Funds are exhausted or the Fund is closed, whichever is earlier.
- 6.2 The Department of Jobs, Precincts and Regions reserves the right to amend these guidelines and application terms and the assessment process at any time as it deems appropriate.
- 6.3 Further information may be found at [business.vic.gov.au](https://business.vic.gov.au) or through the Business Victoria Hotline at 13 22 15.
- 6.4 The Department of Jobs, Precincts and Regions will endeavour to notify all applicants on the outcome of their application within 10 business days.