

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name:

Agrees to the following safety requirements:

Encourage COVID-19 vaccination

Maintain mandatory contact registration where required

Encourage physical distancing

Take steps to improve indoor ventilation

Maintain hygiene standards and conduct frequent cleaning and disinfection

Advise staff to stay home if unwell and get tested

- 1** Refer to the **COVID Safety Guidelines** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2** Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3** The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4** Print and display the **COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	<input type="text"/>	Prepared by:	<input type="text"/>
Type of premises:	<input type="text"/>	Position title:	<input type="text"/>
Street address:	<input type="text"/>	Completion date:	<input type="text"/>
Contact no:	<input type="text"/>	Revision date:	<input type="text"/>
Email:	<input type="text"/>		

* For the sections below, please complete the form and attach additional pages or information as required.

1. COVID-19 vaccination

- What will be done to comply with any mandatory vaccination requirements and encourage staff to access vaccines?

Consider: any legal requirements regarding mandatory vaccination for staff, patrons and premises, staff education, mechanisms to encourage and promote access.

2. Contact registration

- What will be done to implement contact registration requirements as relevant to the premises?

Consider: legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

3. Physical distancing

- What will be done to implement physical distancing principles?

Consider: physical distancing for staff and patrons; management of waiting areas etc.

4. Ventilation

- What will be done to improve ventilation?

Consider: measures to improve air flow and quality in indoor settings, adequate cleaning and maintenance of ventilation systems

5. Hygiene

- How will you ensure required hygiene, cleaning and disinfection standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning, sanitiser, and disinfection products etc.

6. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

7. Compliance

- I am aware of and comply with all relevant legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that Act. I am also aware of and continue to comply with all other relevant existing legislation and regulation, including Worksafe legislation.

Yes No

Comments:

6. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?
- What are your plans in the event a worker returns a positive RAT or PCR test?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures; process to identify and advise all workplace close contacts etc.



Premises name:

COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



**COVID-19
vaccination**



**Frequent cleaning
and disinfection**



Contact registers



Physical distancing



Ventilation



**Staying home when
unwell and get tested**

Prepared by:

Date

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**