

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: _____ has a maximum capacity of _____ Number: _____ patrons and agrees to the following conditions:

- A strict limit of a minimum of 4sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- A maximum of 20 patrons per venue (excluding staff)
- Carefully manage waiting areas to ensure social distancing

- 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.

**We're all
in this
together.**

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. Physical and social distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

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

3. Staff training and education

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

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

4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.



Premises name

COVID Safety Plan Certificate

Number:

Welcome.

We can accommodate patrons and agree to maintain the WA Government's safety measures



4sqm per person



Staff training



Frequent cleaning and disinfection



Contact tracing

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

We're all in this *together.*

Prepared by:

Date