

# Food Businesses

## 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.

Business name:

has a maximum

capacity of  Number:  dine-in 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 (not including take-away services)
- A maximum of 20 dine-in patrons per venue (excluding staff)
- Alcohol only to be served with a meal
- Ensure staff complete the AHA Hospitality and Tourism COVID-19 Hygiene Course before returning to work
- Carefully manage waiting areas to ensure social distancing

- 1** Refer to the **COVID Safety Guidelines: Food Businesses** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](http://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.**

## Business details

Business name:	<input type="text"/>	Prepared by:	<input type="text"/>
Type of business:	<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 that your staff have completed the AHA Hospitality & Tourism COVID-19 Hygiene Course prior to returning to work?
- 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, food businesses will continue to have obligations under existing food and liquor legislation, as well as WorkSafe legislation.

Yes

No

**Comments:**

### 5. Response planning

- How will you collect and store attendance records of patrons?
- 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.



**Food businesses**



Business name

# COVID Safety Plan Certificate: Food Businesses

Number:

**Welcome.**

**We can accommodate  dine-in patrons and agree to maintain the WA Government's safety measures**



**4sqm per person**



**Hygiene 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