

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.