



# COVID Safety Plan Guidelines

**July 2022**

As WA transitions to living with COVID-19, baseline public health and social measures to protect vulnerable cohorts, and personal responsibility for COVID-safety remain essential in managing COVID-19.

It remains important that businesses maintain COVID-safe principles and sensible safety precautions. This includes good hand hygiene, cleaning and disinfection, physical distancing and mask wearing (where required and recommended where people are unable to physically distance). This will ensure that when new cases occur, the potential risk of COVID-19 transmission is minimised.

It is no longer mandatory for specified workplaces to complete a COVID Safety Plan. However all workplaces are encouraged to complete a COVID Safety Plan and display a COVID Safety Plan Certificate.

The purpose of the COVID Safety Plan is to help ensure that businesses actively mitigate the risks of COVID-19 in line with the best available health advice. The plan will help you consider how your business can take steps to implement the advice set out in these guidelines. You may wish to develop your COVID Safety Plans in partnership with your governing body, land/property manager, and/or local government as relevant.

This document provides guidance on how to complete your COVID Safety Plan, and outlines best practice public health measures. Specific guidance for food and licensed venues, sport and recreation and beauty and person care services is available at Section 6 of these guidelines.

## COVID-19 Safety

All people and premises should take steps to mitigate the risks of COVID-19 such as:

- encouraging physical distancing, where possible;
- encouraging any person on the premise to practice hand hygiene;
- ensuring adequate air flow and indoor ventilation;
- maintaining hygiene and frequent cleaning;
- supporting staff to comply with any testing and isolation requirements;
- supporting staff to stay home if sick;
- ensuring staff comply with any mandatory public health and social measures which are in place at any given time (e.g. wearing masks);
- encouraging staff to get vaccinated.

We can all do our part to reduce the potential risk of COVID-19 transmission in WA by continuing to practise simple, but important public health measures.



## About COVID-19

- COVID-19 can be spread through:
- respiratory droplets;
- smaller particles (aerosols);
- direct physical contact with infected people; and
- touching contaminated objects or surfaces (like doorknobs or tables)

COVID-19 can spread through aerosol transmission, and specifically in poorly ventilated or crowded indoor settings where individuals likely spend longer periods of time.

As COVID-19 can be spread from person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and disinfecting regimes and taking extra care with maintaining and promoting hygiene practises throughout business operations.

The most effective measures are good hygiene practices, additional cleaning and disinfection regimes, mask wearing, physical distancing where possible, following testing and isolation requirements, staying home and getting tested if you have symptoms consistent with COVID-19, and getting vaccinated.

## 1. COVID-19 vaccination

COVID-19 vaccination significantly reduces the risk of serious illness and death from COVID-19 and helps reduce the rate of transmission between people.

Everyone aged 5 years and over is eligible for the COVID-19 vaccine.

All employers should encourage staff to get a COVID-19 vaccine, including a booster shot. There are many locations across WA where you can get a COVID-19 vaccine. These include state-run community vaccination clinics, GPs, pharmacies, GP respiratory clinics and Aboriginal Medical Services. Information on how to access a COVID vaccine is available at [rollup.wa.gov.au](https://rollup.wa.gov.au).

The State Government has a mandatory COVID-19 vaccination policy in place across a select number of occupations and workforces in Western Australia. If mandatory vaccination public health orders apply to your business or workers (who attend locations which have mandatory vaccination requirements in place), you must follow them.



## 2. Physical distancing

Physical distancing is an effective method of reducing the spread of viruses. The more space between you and others, the harder it is for the virus to spread.

Physical distancing can be used in the workplace to minimise the risk of transmission. If a person is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practised.

While not mandatory, you are encouraged to maintain 1.5 metres separation between people who are not from the same household or groups of other patrons where practicable.

## 3. Ventilation

Aerosol respiratory particles containing COVID-19 are emitted when an infected person breathes or talks. These viral particles can be carried several metres away. They can also linger and build up in the air in areas with poor ventilation. Increased transmission occurs in crowded and confined spaces, or in areas with poor ventilation and airflow.

The factors influencing infection risk in indoor spaces include air dilution rate, room size, ceiling height, number of people, how long they are there and what they are doing in that time. Modifying any of these factors may lower the risk of COVID-19 transmission. Good ventilation is particularly important in venues and settings where physical distancing is difficult, such as nightclubs or childcare centres.

Venues may wish to consider engaging an appropriately qualified person to conduct a ventilation assessment to identify any further gaps and improvements to be made.

Further guidance on COVID-19 and building ventilation is available on the WA Health website. Businesses are encouraged to consider this guidance.

## 4. Mask wearing

Wearing a mask helps protect each individual and those around them. Masks are still encouraged to be worn in settings where there are no mask wearing requirements and people are unable to physically distance.

Masks should be worn so they cover the mouth and nose, and there are no gaps between the face and the mask. They should be changed if they become soiled or wet. Scarves and bandanas are not suitable to be used as face masks.

## 5. Hygiene

### Hand Hygiene

Hand washing or using an alcohol-based hand rub (hand sanitiser) frequently is an effective way to prevent the spread of COVID-19 and a range of other infectious pathogens.

Consider providing an alcohol-based hand sanitiser that contains 60-80% alcohol for customers at the entrance to the facility. Alternatively, a hands-free hand basin with liquid soap and paper towels could be supplied for customer use. Consider displaying signage on hand-hygiene technique for staff and customers/patrons.

### Increased cleaning and disinfection regime

Every workplace should have an established routine cleaning schedule. It is important to ensure appropriate cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunch rooms, EFTPOS keypads and toilets. It is recommended that frequent cleaning and disinfection in all areas is maintained. This is especially important in high traffic areas and any areas accessed by the public. If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Refer to Infection prevention and control advice on cleaning and disinfection in the workplace and General Cleaning principles.

### Payments

Promote cashless payments, where possible.

After handling money or cards, consider washing hands with soap and water, or an alcohol-based hand sanitiser.

### Personal protective equipment (PPE)

PPE may be required or appropriate for some services and interactions. PPE that is an existing part of your business should continue to be maintained (i.e. the use of gloves for food preparation).

PPE may be worn, but can provide a false sense of security. To reduce the risk of transmission effectively, PPE must be used, worn and removed correctly.

## 6. Training and education

Businesses and organisations should regularly communicate policies and procedures. Consider hard copy notices around the premises, electronic communication, or a briefing.

The location of additional resources is listed at the end of these guidelines. These provide information that can be shared with staff and volunteers, and could be displayed in your premises. The Australian Government COVID-19 Infection Control training can be promoted where appropriate.

## 7. Compliance with existing legislation and regulations

In addition to any legal obligations arising from the Emergency Management Act 2005 and the Public Health Act 2016 and directions made under these Acts, businesses will continue to have obligations under existing legislation and regulations, including Worksafe legislation.

## 8. Response planning

Please consider the following measures that can be undertaken to minimise further risk in the event a person with a possible COVID-19 infection enters your premises and assist public health officials to respond.

### Responding to a COVID-19 incident

Each workplace is responsible for their own preparedness for COVID-19, and for implementing preventative strategies to reduce the risk of COVID-19 in the workplace. If you are advised that a staff member is confirmed as having COVID-19 or is getting tested for COVID-19 they should follow the relevant testing and isolation requirements applicable at the time. See WA Health COVID-19 TTIQ (Test, Trace, Isolate and Quarantine) Plan.

For further information on managing COVID-19 in the workplace see Guidance for the management of COVID-19 in the workplace.

### Cleaning and disinfection

Arrange for cleaning of the workplace to be undertaken. This will need to include cleaning and disinfecting all areas used by the COVID-19 positive person during their infectious period. This may be done by the usual cleaning staff and does not need to be done by an external cleaning company. Refer to the Infection prevention and control advice on cleaning and disinfection in the workplace factsheet.

### Review risk assessment

All employers and employees should be aware of their obligations under existing legislation to keep workplaces safe. If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available.

Employers are encouraged to develop prevention and control strategies appropriate to the workplace, in consultation with their staff, and ensure all staff are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, in consultation with your staff and their representatives, and determine whether any changes or additional control measures are required. Consider having regular discussions about safety and health issues, for example during staff meetings, or by setting up a safety committee.



## Key contacts

- **13COVID** (13 268 43): For information about measures and restrictions, and what they mean for you; or if you suspect you, a staff member, or a customer may have COVID-19 symptoms or may have had close contact with a person who has COVID-19. Responding to a COVID-19.

## Further information

- Coronavirus - public information:  
[www.healthywa.wa.gov.au/Articles/A\\_E/Coronavirus](http://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus)
- Occupational safety and health information is available on the WorkSafe website [www.dmir.wa.gov.au](http://www.dmir.wa.gov.au)
- COVID-19 information for business, industry and local government -  
WA Department of Health