

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:		Prepared by:	
Type of premises:		Position title:	
Street address:		Completion date:	
Contact no:		Revision date:	
Email:			

* 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

Welcome.

Number:

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