

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 Phase 3 safety requirements:

A strict limit of a minimum of 2sqm per person

Maintain records of patrons for the purposes of contact tracing where appropriate

Comply with patron limit

Carefully manage shared spaces to ensure physical 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 distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm 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. 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.

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.

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Any further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Guests attend venue whilst COVID-19 positive	Staff or other Guests becoming infected with COVID-19 (could result in serious illness or death)	Low, there have been a few known cases locally	Moderate, while there are only been a few local cases the consequences could be severe	<ul style="list-style-type: none"> • Team Members are informed of the symptoms of COVID-19 and have been asked to stay home if unwell • Alcohol based hand sanitiser available • Team Members have been advised that if a Guest is presenting with symptoms that correlate to COVID-19 that they are not allowed into the venue • Guests will be asked before entering into the venue if they have had contact with anyone who has been overseas in the last 14 days. • Posters displayed outlining the signs and symptoms of COVID-19 	<ul style="list-style-type: none"> • Public Health Sector and Officials will be contacted • Guests will be asked to provide their full name and contact details before entering the venue • The venue may close an area or the venue for disinfection if a case arises 				
Team Member attends Workplace whilst COVID-19 Positive	Other Team Members or Guests becoming infected with COVID-19 (could result in serious	Low, there have been a few known cases locally	Moderate, while there are only been a few local cases the consequences could be severe	<ul style="list-style-type: none"> • Team Members have completed online hospitality focused training prior to allowing Guests into the venue • Cleaning and disinfecting in accordance with guidance from Safe Work 	<ul style="list-style-type: none"> • Shift arrangements will be made to ensure that not too many Team Members are present at one time • Team Members will be asked to adhere to common protocols 				Consult with Team Members within 7 days for any feedback on revised roster and effectiveness of the

	illness or death)			<p>AU and the public health authority.</p> <ul style="list-style-type: none"> • Frequently touched surfaces will be disinfected on the hour, every hour and will be recorded on the cleaning checklist • Team Members have been briefed on symptoms of COVID-19 and have been told to remain home if unwell • If a Team Member becomes unwell at work, the response plan will be implemented • Adequate hand washing facilities are in place and Team Members have been briefed on how to wash their hands and when to do so. • Alcohol hand sanitiser is available • Signage in place outlining the signs/symptoms of COVID-19 • Regular training of employers and briefings of new policies/procedures 	<p>regarding sneezing/coughing and will be asked to follow social distancing guidelines whilst on shift</p> <ul style="list-style-type: none"> • Team Members will be asked to clean personal property before entering the venue and they will be asked to clean their uniform after every shift 				policies in place
Transmission from Delivery Drivers and Contractors	Team Members or Guess becoming infected with COVID-19	Low as all delivery drivers and contractors are usually briefed regarding	High if infection transmitted to Team Members	<ul style="list-style-type: none"> • Contactless delivery of all goods • Social distancing guidelines are adhered to • All contractors to provide their COVID-19 policy before entering the venue 	<ul style="list-style-type: none"> • Information on procedures shared with relevant parties • Delivery companies will be encouraged to do contactless delivery 				

	(could result in serious illness or death)	being COVID-19 safe		<ul style="list-style-type: none"> • Before entering the venue, contractors will be informed of the symptoms of COVID-19 and if they are experiencing any • If a contractor is displaying any of the related symptoms, they will be isolated away from Team Members and Guests and will be asked to safely return home 					
Spread of COVID-19 within the venue	Team Members or Guest may become infected with COVID-19 (could result in serious illness or death)	Low, there have been few cases locally	Moderate, while there are only a few cases locally the consequences could be severe	<ul style="list-style-type: none"> • Cleaning and disinfecting in accordance with guidance from Safe Work Australia and the Public Health Authority • Frequently touched surfaces will be cleaned on the hour, every hour and will be documented • Hand washing facilities are provided and kept free of contamination • Physical distancing – where appropriate and practical • Alcohol hand sanitiser available for use • Signage outlining procedures and policies 					
Spread of Virus due to serving of food	Other Guests become infected	Low, there have been few cases locally	Moderate, while there are only a few cases locally the consequences could be severe	<ul style="list-style-type: none"> • All food is appropriately covered • All Team Members are following the correct food handling procedures and policies in place • All Team Members are using the correct PPE and 	<ul style="list-style-type: none"> • Single use disposable spoons are used for the ice creams • Single use PPE gloves are used correctly for Food Handling and Service 				

				are thoroughly washing their hands					
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex based	Moderate, effected individuals may have a significant reaction	<ul style="list-style-type: none"> • Team Members will be provided with no latex gloves • Team Members will remove gloves as per health and safety regulations when deemed appropriate to do so 					
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	<ul style="list-style-type: none"> • Team Members encouraged to wash their hands with soap and warm water for 20 seconds where possible as it is a more effective approach and an alternative 	<ul style="list-style-type: none"> • Ask Team Members if they have a history of dermatitis or an allergy to alcohol 				



Premises name

COVID Safety Plan Certificate

Number:

Welcome.

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



2sqm per person



Staff education



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