

# 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:	Duncraig Community Hall - Meeting Room	Prepared by:	
Type of premises:		Position title:	
Street address:	47 Beddi Road, DUNCRAIG	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 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.

The City will maintain its existing regular cleaning schedule.

Additional handwashing equipment will be provided in all toilets and sanitisation kits will be made available in all facilities to assist hirers to undertake mandatory sanitisation of high contact areas and shared use equipment in line with COVID Terms and Conditions of Hire.

All hirers will be required to complete their own specific COVID safety plan that addresses their management strategies to ensure adherence to hygiene standard requirements, including the provision and supply of cleaning equipment and consumables. This plan must include sanitisation of high contact areas and shared equipment before they commence and after they conclude their activity.

Hygiene standards and requirements may be reassessed in line with the changing risk profile associated with COVID-19.

### 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.

All hirers will be required to complete their own specific COVID safety plan that addresses their management strategies to ensure adherence to response planning requirements, including the recording of patrons in accordance with guidelines.

All hirers are also required to advise the City immediately if advised by government health advice of a positive or suspected COVID-19 infection.

Where a positive or suspected COVID-19 infection has been reported to the City, the facility will be immediately closed and further directions from the Department of Health will be followed.



Premises name

Duncraig Community Centre - Meeting Room

## 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:

**City of Joondalup**

Date

**5 June 2020**