



# Sport and Recreation

## 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:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A strict limit of a minimum of 4sqm per person | <input checked="" type="checkbox"/> Frequent cleaning and disinfection                              |
| <input checked="" type="checkbox"/> Non-contact training and sport only            | <input checked="" type="checkbox"/> Close communal showers and change rooms                         |
| <input checked="" type="checkbox"/> Minimal shared equipment                       | <input checked="" type="checkbox"/> Maintain records of patrons for the purposes of contact tracing |

- 1 Refer to the COVID Safety Guidelines: Sport and Recreation for information on the expectations for COVID Safety Plans, including the application of the maximum 20 patrons per venue limit, and to assist you in completing this plan. These are available at [WA.gov.au](http://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:	Kingsley Memorial - Activity/Mtg Rm	Prepared by:	
Type of premises:		Position title:	
Street address:	68 Kingsley Drive, Kingsley	Completion date:	
Contact no:		Revision date:	
Email:	info@joondalup.wa.gov.au		

\* 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:** 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.



Premises name

# COVID Safety Plan Certificate: Sport and Recreation

Number:

**Welcome.**

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



**4sqm per person**



**Minimal shared equipment**



**Non-contact training and sport only**



**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:

**28 May 2020**