

# **Phase 5** COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name:

Agrees to the following safety requirements:

**Maintain mandatory  
contact registration**

**Maintain physical  
distancing**

**Maintain hygiene  
standards and conduct  
frequent cleaning**

**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.

## 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. Contact registration

### • What will be done to implement contact registration requirements?

**Consider:** legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

## 2. Physical distancing

### • What will be done to implement physical distancing principles?

**Consider:** physical distancing for staff and patrons; management of waiting areas etc.

## 3. Hygiene

### • How will you ensure required hygiene standards are maintained?

**Consider:** hygiene protocols and practices; supply of cleaning and sanitiser products etc.

#### 4. 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.

#### 5. 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:**

#### 6. 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:

## Phase 5 COVID Safety Plan Certificate

**Welcome. We are a business implementing COVID-safe principles.**



**Contact registers**



**Physical distancing**



**Frequent cleaning and disinfection**



**Manage shared spaces**

Prepared by:

Date

**We're doing our part to help keep you safe. Please respect the rules and our staff.**