





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:

Maintain mandatory contact registration

Encourage physical distancing

Maintain hygiene standards and conduct frequent cleaning Advise staff to stay home if unwell

\_\_\_\_\_ We're all in this *together*.

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** 

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.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

Print and display the **COVID Safety Plan Certificate** available at the end of this form.



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. 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 encourage physical distancing principles?

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

# 3. Hygiene

• How will you ensure hygiene and cleaning 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.

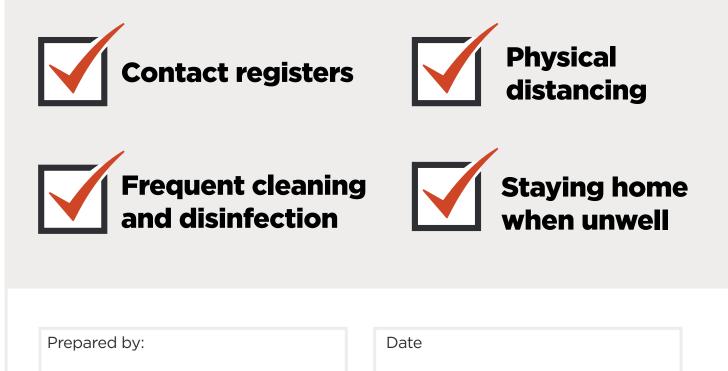




Premises name:

# Phase 5 COVID Safety Plan Certificate

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



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



