

COVID-Safe Plan

Guidance on completing and implementing your Plan

Who must be complete a COVID-Safe Plan?

- Businesses previously directed to close **must** complete a Plan before 1 June 2020.
- This includes:
 - Restaurants, cafes, wineries and pubs (but not nightclubs, casinos, gaming venues and food courts – these are still closed)
 - Wineries
 - Buildings used by social and sporting clubs
 - Facilities used primarily for indoor physical recreation
 - Indoor premises at which boot camp and other personal training are offered
 - Indoor sporting venues
 - Public swimming pools
 - Motor sport facilities and other racetracks
 - Community, youth and recreation centres
 - Cinema, function centre or entertainment venue of any kind
 - Theatres, concert venues, arenas, auditoriums, stadiums, and other places where live performances occur
 - Galleries, museums, libraries (other than libraries in educational institutions)
 - Local government non-essential facilities such as libraries
 - Restaurants and cafes
 - Auction houses
 - Premises at which a real estate auction or inspection by a prospective purchaser or tenant of the premises is conducted
 - Outdoor and indoor markets
 - Beauty salons, nail salons and tattoo parlours and other premises at which beauty therapy and tanning, waxing, piercing or body modification services are provided
 - Wellness centres, spas and massage parlours
 - Places of worship
- Business allowed to reopen from 11 May as part of Step 1 of South Australia's Roadmap to Recovery **must** complete a Plan before 1 June 2020.
- Other businesses may voluntarily **choose** to complete a Plan.

What is a COVID-Safe Plan?

- A COVID-Safe Plan is a list of measures designed to keep staff and patrons safe and minimise the risk of spreading COVID-19.

- The requirement for defined businesses to have a Plan comes into operation from 1 June 2020.

How do I complete a COVID-Safe Plan?

- Complete your Plan online at sa.gov.au/covid-19
- While there are some universal requirements, your Plan will be specific to your business/premises and industry.
- Refer to official COVID-19 information sources for the latest directions and advice (see www.covid-19.sa.gov.au and www.safeworkaustralia.gov.au).
- Refer to guidance from your industry peak body if relevant.
- Calculate the size of your venue or measure the room dimensions and use the online tool to calculate square metres.
- Be prepared to spend some time completing your Plan, but you can leave and come back to the page at a later time if you need to source information or for any other reason.
- Once complete, the form will be e-mailed to you.

What must I do with the completed Plan?

- Print the Plan and make it available at your premises or place of doing business.
- Be ready to produce a physical copy on request by an authorised officer.
- It is not a requirement, but you may choose to display the Plan or the one page Record of Completion in a location visible to patrons.

What happens if I do not complete a Plan?

- If you have not completed a Plan, or do not have the Plan available at your premises when requested, you can be fined up to \$5,000 on the spot for non-compliance, or face prosecution.

How do I implement the Plan?

- You must take the actions you committed to in your Plan.
- Review and update your policies and practices accordingly.
- Discuss the Plan with staff, contractors, suppliers and any others people who regularly access your premises for work purposes so that everyone is aware of the requirements.
- Ensure staff receive training on any new processes if needed.
- Regularly review your Plan and make updates if appropriate.