

# COVID-Safe Plan

## Guidance on completing and implementing your Plan

### Who must complete a COVID-Safe Plan?

- A person must not conduct, or be involved in the conduct of, a defined public activity unless they have completed a COVID Safe Plan. A defined public activity means any of the following:
  - onsite purchase and consumption of food or beverages (whether occurring in an indoor or outdoor area);
  - sport (including sports training), fitness or recreation activities;
  - indoor public meetings;
  - ceremonies;
  - provision of personal care services;
  - provision of public entertainment;
  - auctions and inspections of premises for the purpose of sale or rental of any property;
  - driver instruction.
- 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](http://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](http://www.covid-19.sa.gov.au) and [www.safeworkaustralia.gov.au](http://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 by 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.