

# 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;
  - provision of recreational transport;
  - nightclubs;
  - relevant licensed premises;
  - a casino or gaming area.
- If you or your business/organisation offers any of the above defined public activities, you are legally required to complete a COVID-Safe Plan and comply with its requirements to be allowed to operate.
- If you do not fall in this category, you are not required to complete a COVID-Safe Plan. If you wish to complete one anyway, as an extra precaution, refer to page 3: 'Voluntary Plans'.

### 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 are a Defined Public Activity but have not completed a Plan, or do not have the Plan available at your premises when requested from you by an authorised officer, 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 implement the obligations you committed to in your Plan.
- Review and update your policies and practices accordingly.
- Discuss the Plan with staff, contractors, suppliers and any other 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.

### **If I am not required to complete a COVID-Safe Plan. Can I voluntarily create a Plan, as an extra precaution?**

- If your business or activity is not included in the list on page 1, it is not a Defined Public Activity. You are therefore not required to complete a COVID-Safe Plan.
- However, you may voluntarily choose to complete a **Voluntary COVID-Safe Plan**.

- This is a different type of plan that helps non-restricted businesses and activities to operate as COVID-safely as possible.
- You can create a Voluntary Plan by clicking the link at the bottom of the page 'Create your COVID-Safe Plan, and following the instructions.
- **Note:** If your business or activity is a Defined Public Activity (that is, included in the above list), you must complete a regular COVID-Safe Plan, not a Voluntary Plan.
- If you or your business conducts a Defined Public Activity and completes a Voluntary Plan, this Plan will not include the legal requirements that apply to you. This means that you will be in breach of current Emergency Management Directions.
- If you do not comply with your legal requirements, you are putting your staff and customers' health at risk, and you can be fined.