

COVID MANAGEMENT PLAN - ASSESSMENT PROCESS

ASSESSMENT

IMPLEMENTATION

1 SUBMIT PLAN

2 REVIEW MEASURES

3 ASSESS PLAN

4 INFORM OUTCOME

5 IMPLEMENT AND MONITOR

ACTIVITIES

A

Confirm your activity requires a COVID Management Plan and download template

B

Seek additional advice to complete Plan, if required

C

Complete template and submit via email to SA Health

D

Review submission for completeness and liaise with applicant to fill gaps if required

E

Formally accept submission and issue to Review Team for review

A

SA Health to review and categorise submissions to allocate to appropriate specialists

B

Specialist request support from experts where relevant and may ask for further information from the applicant

C

Applicant provides further information to the Specialists

D

Specialists assess additional information and provide a recommendation for the COVID Management Committee

A

COVID Management Committee to assess submitted Plan and consider Recommendation

B

Seek further clarification from Review Team or Applicant if required

C

Applicant provides further information if required

D

Discuss and Agree on assessment (Approval / Denial / Conditional Approval)

E

Document reasons for Rejection or requirements for Conditional Approval

A

Develop letter to applicant documenting the decision and rationale

B

Issue letter via email to applicant and provide contact phone number for queries

C

Discuss any queries with the applicant where relevant

D

Venue Manager/ Event Owner to make available a copy of the approved COVID Management Plan

A

Implement plan as approved

B

Submit a **COVID Management Plan Amendment Form** to address a change in the Emergency Management Direction (where relevant), or when changing the infection control measures

C

Random compliance checks by SAPOL / SA Health to ensure compliance

D

Address non-compliance where identified

E

SA Health confirms compliance or revokes approval

OUTCOMES



Submitted COVID Management Plan



Recommendations to COVID Management Committee



Outcome of COVID Management Plan Assessment



Submission Complete and Outcome communicated



Plan is implemented and compliant

LEGEND: ● Primary responsibility: Applicant ● Primary responsibility: SA Health