**COVID-19 SAFETY PLAN**

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| --- | --- |
| Premises / Business Name:Situated Address: |  |
| Postal Address: |  |
| Licensee:Registered Licensee Address: |  |
| COVID Safety Supervisor: |  |
| Licensee’sSignature: | Print Name: Date: |

**REASONS FOR PLAN**

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| This document outlines how <VENUE NAME> will provide a safe and secure premise to the betterment of customers and staff in accordance with guidelines and information provided by the NT Government and Department of Health.  |
| Safe Work Australia has developed a useful Factsheet that provides links to signs regarding COVID-19, e.g. handwashing, which industry may find useful. <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how_to_keep_workers_safe_covid-19.pdf>  |
| This document is to be read in alignment with the venue’s certificate of completion of the relevant COVID-19 Checklist(s) provided by the Northern Territory Government. |
| This document also sits alongside the relevant Guidelines as issued by the Northern Territory Government and the Chief Health Officer’s COVID-19 Directions.  |
| This venue supports and adheres to all requirements that will ensure we keep our customers and workers safe and this plan outlines the measures and protocols we have put in place to ensure they are implemented.  |

**National COVID-19 Hotline: 1800 020 080**

**NT COVID-19 Food Business Checklist**

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| --- | --- | --- | --- |
| Certificate Registration Number:  |  | Date Completed  |  |
| Location of Certificate: |  |

**WORKPLACE PHYSICAL DISTANCING**

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| --- | --- |
| ACTIVITY | DESCRIPTION |
| **Education and Training of Staff***PROVIDERS OF TRAINING:**Tyspy Online** [*www.typsy.com/covid*](http://www.typsy.com/covid)
 | * Completed on XX
* Incorporated into induction training package for new staff (ongoing)
* Next internal review of this to occur on YY
 |
| **Layout**Venue responsible for ensuring all tables and chairs are 1.5m away from each other (Physical Distancing)  | * Furniture, tables and chairs separate by appropriate distancing – 1.5 metres or 1 metre from the back of chairs facing the opposite direction to each other
* Standing markers / indicators to assist in physical distancing where queuing occurs or standing may occur, i.e. up at the bar.
* One party/person per elevator ride
 |
| **Takeaway & Delivery Procedures**  | * Continue Takeaway Food Policy or measures that have been implemented for takeaway food.
* Set physical distancing measures to accept deliveries.
 |
| **Availability of COVID-19**Management Plan | * Protocol for making COVID-19 Safety Plan available to Environmental Health Officers upon request. For instance, it could be that it is kept in an easily accessible folder alongside the RSA Register and Duty Managers are advised to make it available upon request from Environmental Health Officers
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**HYGIENE MEASURES**

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| ACTIVITY | DESCRIPTION |
| **Cleaning and Sanitisation** | * Sanitisation products (touchless if possible) at key areas, such as entrance, reception, bar, elevator landings, meeting spaces. [It is up to each venue to set the frequency rates based on their volume of customers at differing times of the day]
* Robust supply chain for cleaning with disinfectant, especially high touch surfaces that should occur throughout the trading period.
* Handwashing (correctly) with soap signage displayed in toilets and all relevant staff areas.
* Additional cleaning with disinfectant is undertaken at the end of trading each day.
* Use a disinfectant which the manufacturer claims can kill viruses - chlorine-based (bleach) disinfectants are one product which is suitable
* Cleaning and Sanitisation Schedule developed and be available for Environmental Health Officers upon request.
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| **High Touch Surfaces**  | * Extra attention by all staff on high touch surfaces to ensure they are regularly cleaned, e.g. door handles, elevator buttons, bar area.
* Standing markers / indicators to assist in physical distancing where ques occur
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| **Waste management** | * Protocols in place to regularly manage waste in customer and staff high use areas
* Protocols for effective waste collection
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**SIGNAGE & TRACING**

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| TYPE OF SIGN | DISPLAY LOCATION |
| **1.5 Metres Physical Distancing** | (list locations of signs – ensure they are at prominent areas throughout the venue, e.g. entrance, bar areas, toilets)  |
| **Handwash & Sanitisation**  | (list locations of signs – ensure they are at prominent areas throughout the venue, e.g. entrance, bar areas, toilets) |
| **Tracing**  | <Venue> encourages all patrons to download the Australian Government’s COVID Safe App and signage is placed around the venue promoting this.  |
| **Contact Systems**  | <Venue> operates a system which collects patron’s contact details. Or <Venue> uses a booking system that collects patron’s contact detailsOr <Venue> manually collects contact details for patronsIf a patron has tested positive for COVID-19, following advice from the Department of Health, all patrons that had been in close contact will be notified.If a patron has tested positive for COVID-19, Environmental Health officers may request CCTV footage for the purpose of contact tracing. |

**EMPLOYEES**

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| ACTIVITY | DESCRIPTION |
| **Training** | * As per schedule below
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| **Handwash & Hygiene** | * Employees have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds)
* Employees should wash or sanitize hands after any of the following activities: after using the toilet, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, disposing of waste, smoking, eating, drinking, going on break and before or after starting a shift
 |
| **Protocols for unwell staff** | * Staff must stay at home and not attend work if they are not feeling well.
* Any staff with the following symptoms should be encouraged to seek medical advice from a GP and get a COVID-19 test:
	+ fever (sweats)
	+ cough or shortness of breath
	+ sore throat or running nose
	+ lose of smell or lose of taste
	+ tiredness (fatigue).
* Any staff living onsite, must self-isolate if not feeling well
* Managers are to monitor all staff to ensure strict compliance with this protocol.
* In the event that any Staff test positive for COVID-19 the <VENUE> should contact the NT Department of Health and seek their advice:
	+ Phone: 1800 193 111 (from 8am to 4:30pm Monday to Friday)
 |
|  | * The current advice from the NT Government and Department of Health for <VENUE NAME> is that staff that are not directly handling food do not have to wear any form of PPE (e.g. gloves or masks). Correct and regular handwashing or use of sanitiser by all staff offers protection against COVID-19. The requirements in the kitchen operation with regards food handling and when to wear gloves remain the same unless directly advised by Health.
* All staff should ensure physical distancing as much as possible when performing tasks, e.g. markers on the ground to ensure 1.5m between customer and bar attendant
* Any work-related task that requires close contact should be limited as much as possible with face to face close contact interactions being less than 15 minutes.
 |
| **Waste Disposal**  | * Normal waste disposal good hygiene practices should continue
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| **Employee Facilities**  | * Reduce the number of workers utilising staff common areas at a given time – e.g by staggering meal breaks and start times
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| **Protocols Notification** | * NT Department of Health local contacts
* National COVID-19 Hotline 1800 020 080
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**STAFF TRAINING**

**LIST STAFF TRAINING AND INSTRUCTION PROVIDED**

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| * Typsy online course [*www.typsy.com/covid*](http://www.typsy.com/covid)
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| * In-house training provided including on the Health protocols for managing COVID-19 in the workplace
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| * <https://nt.gov.au/learning/adult-education-and-training/free-training-courses>
 |
| * <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
 |
| * Other examples
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**LIST OF ATTACHMENTS** **(IF ANY)**

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| * Copy of COVID-19 Certificate(s) of Registration
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| * Copy of COVID-19 Guideline(s)
 |
| * Previous copies of this COVID-19 Management Plan
 |
| * Copies of any relevant hygiene and cleaning documents, staff manuals or other protocols e.g. examples of posters
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