

# COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic

Worship Centre Name: \_\_\_\_\_ has a maximum capacity of \_\_\_\_\_ Number: \_\_\_\_\_ patrons and agrees to the following conditions:

- A strict limit of a minimum of 4sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- A maximum of 20 patrons per venue (excluding staff)
- Carefully manage waiting areas to ensure social distancing

- 1 Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [www.wa.gov.au](http://www.wa.gov.au). You may also be assisted by using the guidelines published on the Presbytery Mission in a time of COVID-19 webpage [www.unitingchurchwa.org.au/mission-covid19/congregations/](http://www.unitingchurchwa.org.au/mission-covid19/congregations/)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.



**We're all  
in this  
together.**

### Premises details

Worship Centre Name:	<input type="text"/>	Prepared by:	<input type="text"/>
Type of premises:	Place of Worship	Position title:	Minister / CC Chair
Street Address:	<input type="text"/>	Completion date:	<input type="text"/>
Contact No:	<input type="text"/>	Revision date:	<input type="text"/>
Email:	<input type="text"/>		

✚ For the sections below, please complete the form and attach additional pages or information as required:

#### 1. Physical and social distancing

\* What will be done to implement physical distancing guidelines?

Consider: Physical distancing for staff and patrons; occupancy limits based on 4sqm requirements, management of waiting areas, etc.

#### 2. Hygiene

\* How will you ensure required hygiene standards are maintained?

Consider: Hygiene protocols and practices; supply of cleaning and sanitizer products, etc.

### 3. Staff training and education

**\* How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?**

**Consider: Mandatory training; records of training; additional education; signage; guidance material, etc.**

### 4. Compliance

**\* I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under the Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe Legislation.**

Comments:      Yes       No

### 5. Response Planning

**\* How will you respond to an exposure or suspected exposure to COVID-19 within your premises?**

**Consider: Records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures, etc.**



Worship Centre Name:

## COVID Safety Plan Certificate

Number:

Welcome.

We can accommodate  patrons and agree to maintain the WA Government's safety measures



**4sqm per person**



**Staff training**



**Frequent cleaning and disinfection**



**Contact tracing**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**

**We're all in this *together.***

Prepared by:

Date:

**WA.gov.au**

