

English	Chinese Simplified (Mandarin)
<b>GUIDELINES FOR YOUR COVID SAFETY PLAN</b>	<b>您的 COVID 安全计划指南</b>
<i>Updated 19 June 2020</i>	<i>2020 年 6 月 19 日更新</i>
<b>Thank you for working with us to reduce the impact of COVID-19 in the ACT.</b>	<b>感谢您跟我们合作降低新冠病毒（COVID-19）在首都领地的影响。</b>
This document provides guidance for the following businesses and undertakings that are required to develop a COVID Safety Plan:	本文件给以下需要制定 COVID 安全计划的商家和企业提供指导意见：
<ul style="list-style-type: none"> <li>➤ Restaurants and cafes offering dine-in- This includes hotel-based restaurants and cafes services</li> <li>➤ Gyms, health clubs, fitness or wellness centres</li> <li>➤ Yoga, barre, pilates, spin facilities</li> <li>➤ Swimming pools</li> <li>➤ Boot camps and personal trainers</li> <li>➤ Personal services (e.g. hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services)</li> <li>➤ Organisers of weddings and funerals</li> <li>➤ Auction houses</li> <li>➤ Real estate agencies conducting open home inspections or auctions</li> <li>➤ Libraries</li> </ul>	<ul style="list-style-type: none"> <li>➤ 提供堂食服务的餐厅和咖啡馆 – 这包括基于酒店宾馆的餐厅和咖啡馆服务</li> <li>➤ 健身房、健身俱乐部、健身或保健中心</li> <li>➤ 练瑜伽、barre 健身操、普拉提、室内健身单车的设施</li> <li>➤ 游泳池</li> <li>➤ 新手训练营和私人健身教练</li> <li>➤ 个人服务（比如：美发师、理发师、美甲沙龙、纹身或身体修饰工作室、日间水疗和非治疗性的按摩服务）</li> <li>➤ 婚礼和葬礼的组织者</li> <li>➤ 拍卖行</li> <li>➤ 进行看房开放或拍卖的房地产中介</li> <li>➤ 图书馆</li> </ul>

<ul style="list-style-type: none"> <li>➤ Galleries, museums, national institutions or historic sites.</li> <li>➤ Clubs and licensed venues</li> <li>➤ Cinemas, movie theatres and open-air drive-in cinemas</li> <li>➤ Choirs, bands and orchestras</li> <li>➤ Dance classes</li> <li>➤ Concert venues, theatres, arenas, auditoriums or outdoor venues</li> <li>➤ Indoor Amusement Centres, Arcades, and Outdoor or Indoor Play Centres</li> <li>➤ Hotels</li> <li>➤ Organised sport</li> <li>➤ Betting agencies</li> </ul>	<ul style="list-style-type: none"> <li>➤ 美术馆、博物馆、国家机构或历史遗迹</li> <li>➤ 俱乐部和持牌场所</li> <li>➤ 电影院、剧院和露天免下车式电影院</li> <li>➤ 合唱团、乐队和管弦乐队</li> <li>➤ 舞蹈课</li> <li>➤ 音乐会场、剧场、圆形运动场/剧场、礼堂或户外场所</li> <li>➤ 室内游乐中心、游戏机厅和室内外儿童游乐中心</li> <li>➤ 酒店宾馆</li> <li>➤ 有组织的运动</li> <li>➤ 投注机构</li> </ul>
<p>For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to increase gatherings up to 100 people.</p>	<p>想要将聚集人数增加到最多 100 人的礼拜和宗教仪式场所需要制定 COVID 安全计划。</p>
<p>The ACT does not require the use of a standard template for ACT businesses to use when developing their COVID Safety Plan, as we are looking to try and maintain a level of flexibility for businesses. If all matters within this Guideline document are addressed in a written or electronic form that can be produced during a compliance check, this will be sufficient to constitute a COVID Safety Plan for your business.</p>	<p>首都领地不要求首都领地的企业在自行制定 COVID 安全计划时使用标准模板，因为我们希望让企业保持一定的灵活度。如果您在合规检查时可提交的书面或电子文档涉及了本《指南》中提到的所有问题，则足以构成您企业的 COVID 安全计划。</p>
<p>Some jurisdictions and industry peak bodies have developed templates. For businesses seeking a template the NSW and Commonwealth Governments websites may have some useful information. Alternatively get in touch with your industry peak body.</p>	<p>部分行政区和行业代表组织已经拟定了相关模板。对于那些想要参考模板的企业，新南威尔士州和联邦政府的网站可能有一些有用的信息。或者请跟您的行业代表组织联络。</p>

<b>NSW</b>	<b>新南威尔士州</b>
<a href="https://www.nsw.gov.au/covid-19/covid-safe-businesses">https://www.nsw.gov.au/covid-19/covid-safe-businesses</a>	<a href="https://www.nsw.gov.au/covid-19/covid-safe-businesses">https://www.nsw.gov.au/covid-19/covid-safe-businesses</a>
<b>Commonwealth</b>	<b>联邦</b>
AIS Framework for Rebooting Sport in a COVID-19 Environment	澳大利亚体育学院（AIS）在 COVID-19 环境下重启运动的框架
<a href="https://www.sportaus.gov.au/return-to-sport">https://www.sportaus.gov.au/return-to-sport</a>	<a href="https://www.sportaus.gov.au/return-to-sport">https://www.sportaus.gov.au/return-to-sport</a>
<b>Note:</b> If your sporting organisation or club has a 'Return to Play in a COVID Safe Environment Plan', this will meet the requirements of the COVID Safety Plan. Therefore, there is no requirement to produce an additional COVID Safety Plan.	<b>注意：</b> 如果您的运动组织或俱乐部有《COVID 安全环境下重返赛场的计划（Return to Play in a COVID Safe Environment Plan）》，即可满足 COVID 安全计划的要求。因此无需再额外制定 COVID 安全计划。
When developing your COVID Safety Plan should take into consideration the requirements of Public Health Directions and <i>ACT COVID Safety Plan Guidelines</i> and any other specific requirements for your sector/industry specific to the ACT, along with the information and advice provided in these guidelines.	在制定 COVID 安全计划时，您应当考虑到公共卫生指令和《首都领地 COVID 安全计划指南（ <i>ACT COVID Safety Plan Guidelines</i> ）》的要求、首都领地对您的部门/行业的任何具体要求，以及这些指南提供的信息和建议。
There are also a range of fact sheets, case studies and other useful resources contained within the <b>Business Resource Kit</b> <a href="http://www.covid19.act.gov.au/resources">www.covid19.act.gov.au/resources</a> .	<b>企业资源工具包</b> 内含一系列资料页、案例研究和其他有用的资源： <a href="http://www.covid19.act.gov.au/resources">www.covid19.act.gov.au/resources</a> 。
For the latest advice on restrictions go to <a href="http://www.covid19.act.gov.au/what-you-can-door">www.covid19.act.gov.au/what-you-can-door</a> call the <b>COVID-19 helpline</b> on <b>(02) 6207 7244</b> .	欲了解限制措施的最新建议，请访问 <a href="http://www.covid19.act.gov.au/what-you-can-do">www.covid19.act.gov.au/what-you-can-do</a> 或拨打 <b>COVID-19 求助热线</b> ：(02) 6207 7244。
To discuss your business needs, call the <b>Access Canberra Business Liaison Line</b> on <b>(02) 6205 0900</b> .	欲讨论您的企业的需求，请拨打 <b>Access Canberra Business Liaison Line</b> ，号码是： <b>(02) 6205 0900</b> 。

<p>Canberra Business Advice and Support Service Business owners can receive up to four hours of free, tailored advice and access online business development resources. <b>Call (02) 6297 3121.</b></p>	<p>堪培拉企业建议和支持服务 (Canberra Business Advice and Support Service) : 企业业主可获得最多 4 小时的免费定制建议, 也可上网访问业务发展资源。请致电(02) 6297 3121。</p>
<p><b>Your obligations</b></p>	<p><b>您的义务</b></p>
<p>The ACT Public Health (Restricted Activities– Gatherings, Business or Undertakings) Emergency Direction 2020 imposes a requirement on several categories of business or undertaking to develop and follow a COVID Safety Plan.</p>	<p>首都领地公共卫生[受限活动 – 聚集、商家或企业 (Restricted Activities– Gatherings, Business or Undertakings)Emergency Direction)] 紧急指令(Emergency Direction) 2020 要求多个类别的商家或企业制定和执行 COVID 安全计划。</p>
<p>This information sheet outlines the range of considerations you should take into account when developing your COVID Safety Plan and the resources you can access when developing your plan. You will be stepped through:</p>	<p>本信息页列出了您在制定 COVID 安全计划时需要考虑的因素的范围以及您在制定计划时可用的资源。我们会逐步为您介绍以下几方面：</p>
<ul style="list-style-type: none"> <li>➤ Ensuring physical distancing</li> <li>➤ Cleaning, sanitising and hygiene activities</li> <li>➤ Managing staff or customers presenting with illness</li> <li>➤ Additional requirements for certain businesses and organisations, including those required to request contact information from patrons or visitors and record it if received</li> <li>➤ Compliance and enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 确保肢体距离</li> <li>➤ 清洁、消毒和卫生活动</li> <li>➤ 管理出现疾病症状的员工或顾客</li> <li>➤ 对某些企业和组织的额外要求, 包括那些需要询问顾客或访客联络信息并在对方提供资料时进行记录的企业和组织</li> <li>➤ 合规和执法</li> </ul>
<p>The COVID Safety Plan must be in writing and available to be produced on request by compliance and enforcement officers, but it does not need to be submitted for approval.</p>	<p>COVID 安全计划必须是书面形式, 并可随时提交给要求查看的合规督查和执法人员, 但这一计划不需要提交给当局批准。</p>
<p>The COVID Safety Plan should identify the risks posed by COVID-19 to your staff (including contractors and volunteers), business and customers, and should be guided by this checklist.</p>	<p>COVID 安全计划应确定 COVID-19 给您的员工 (包括承包商和志愿者)、企业和顾客带来的风险, 并应以这份核查清单作为指导。</p>

Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive.	并非本清单上的每一点都适用于每家企业，本清单无意做到详尽完备。
The development of a COVID Safety Plan is an important step in ensuring that you keep your staff and the broader community safe. You should consult with your staff as you develop your COVID Safety Plan to ensure they are aware of their responsibilities and are able to carry them out.	制定 COVID 安全计划是确保您能保持员工和更广泛社区安全的重要一步。您应当在制定 COVID 安全计划时听取员工意见，确保他们了解自己的责任并能予以执行。
Your COVID Safety Plan should be revisited and updated following further updates to public health advice, and any changes to the Public Health Directions.	您应在公共卫生建议有进一步的新情况以及在公共卫生指令有变化时对 COVID 安全计划进行审查和更新。
Completing a COVID Safety Plan does not replace your responsibilities under the Work Health Safety Act 2011 (ACT).	制定好 COVID 安全计划不能替代《劳动卫生安全法 2011（首都领地）》[Work Health Safety Act 2011 (ACT)] 规定的您的责任。
<b>Check if your venue can re-open</b>	<b>查看您的场所能否重开</b>
Before you re-open or re-commence operations check for any changes to business restrictions and the Public Health Directions through the following link: <a href="https://www.covid19.act.gov.au/">https://www.covid19.act.gov.au/</a>	在您重新开张或重启运营之前，请通过以下链接查看企业限制措施和公共卫生指令是否有改变： <a href="https://www.covid19.act.gov.au/">https://www.covid19.act.gov.au/</a>
<b>Ensure physical distancing</b>	<b>确保肢体距离</b>
All businesses and undertakings should implement physical distancing as outlined in the Public Health Directions, including:	所有商家和企业应贯彻《公共卫生指令》中所规定的肢体距离，包括：
<ul style="list-style-type: none"> <li>➤ With the exception of staff in hospitality businesses only, there must be at most one person per 4 square metre of space available in an indoor or outdoor space.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 除了唯一被豁免的餐饮企业员工以外，室内外环境每人必须有至少 4 平方米空间。</li> </ul>
<ul style="list-style-type: none"> <li>➤ Appropriate social distancing measures must be put in place, including maintaining a distance of 1.5 metres between people, where possible and as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 必须实施恰当的社交距离措施，包括尽可能保持人与人之间 1.5 米距离。</li> </ul>

More information about how to implement physical distancing measures in your premises can be found at <a href="https://www.covid19.act.gov.au">https://www.covid19.act.gov.au</a>	欲了解如何在您的场所实施肢体距离措施的详情，请访问 <a href="https://www.covid19.act.gov.au">https://www.covid19.act.gov.au</a>
<b>Cleaning, Sanitising and Hygiene Activities</b>	<b>清洁、消毒和卫生活动</b>
All businesses and undertakings are required to demonstrate appropriate hand and respiratory hygiene. Businesses should also ensure they maintain appropriate cleaning and sanitising practices and supplies.	所有商家和企业需贯彻适合的手部和呼吸卫生措施。商家还应确保坚持进行恰当的清洁消毒操作，并保障相关物资的配备。
<ul style="list-style-type: none"> <li>➤ For more information about how to implement proper cleaning <a href="#">click here</a></li> <li>➤ For more information about how to implement good hygiene in the workplace <a href="#">click here</a></li> </ul>	<ul style="list-style-type: none"> <li>➤ 欲了解如何正确进行清洁的更多信息，请 <a href="#">点击这里</a></li> <li>➤ 欲了解如何贯彻工作场所良好卫生习惯的更多信息，请 <a href="#">点击这里</a></li> </ul>
<b>Training</b>	<b>培训</b>
It is strongly recommended that all people working within a business, whether they be owners, employees or contractors, undertake relevant training.	我们强烈推荐在企业里工作的所有人，不管是业主、雇员还是承包商都接受相关培训。
<ul style="list-style-type: none"> <li>➤ A range of training options are available, some of which are nationally recognised, subsidised by government or free for the learner. More information about options available can be found at <a href="https://www.covid19.act.gov.au/">https://www.covid19.act.gov.au/</a></li> </ul>	<ul style="list-style-type: none"> <li>➤ 有一系列培训可供选择，其中一些是全国认可，由政府资助或对受训者免费的培训。欲了解可用选项的详情请访问 <a href="https://www.covid19.act.gov.au/">https://www.covid19.act.gov.au/</a></li> </ul>
<b>Manage staff or patrons/visitors presenting with illness</b>	<b>管理出现疾病症状的员工或顾客/访客</b>
The Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community. Businesses and undertakings should also be prepared to turn patrons or visitors away if they have clear symptoms of illness.	政府敦促所有人如果身体不适，应该待在家里。这适用于员工和更广泛的社区成员。商家和企业也应准备好在顾客或访客出现明显疾病症状的时候，将他们拒之门外。

<ul style="list-style-type: none"> <li>➤ More information about how to manage staff or patrons who are unwell can be found at: <a href="https://www.covid19.act.gov.au/businesshub/workplace-health-and-safety">https://www.covid19.act.gov.au/businesshub/workplace-health-and-safety</a></li> <li>➤ If a direction is issued requiring your workplace to close due to confirmed case of COVID19 contamination, you must notify WorkSafe ACT.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 欲了解如何管理身体不适的员工或顾客的更多信息，请访问： <a href="https://www.covid19.act.gov.au/businesshub/workplace-health-and-safety">https://www.covid19.act.gov.au/businesshub/workplace-health-and-safety</a></li> <li>➤ 如果有关部门发出指令要求您的工作场所为发现感染 COVID-19 的确诊病例关门停业，您必须通知首都领地工作安全局（WorkSafe ACT）。</li> </ul>
<p><b>Additional Requirements</b></p>	<p><b>额外规定</b></p>
<p>Some businesses and organisations will be required to provide additional information in their COVID Safety Plans and request contact information from patrons and visitors and record such details if they are provided.</p>	<p>部分企业和组织需要在其 COVID 安全计划中提供额外信息，询问顾客和访客的联络信息，并在对方提供相关资料时进行记录。</p>
<p><b>Businesses required to provide additional information</b></p>	<p><b>需要提供额外信息的企业</b></p>
<ul style="list-style-type: none"> <li>➤ Restaurants, cafes and any business providing dine-in service</li> <li>➤ Galleries, museums, national institutions and historic sites</li> <li>➤ Outdoor attraction and amusements</li> </ul>	<ul style="list-style-type: none"> <li>➤ 餐厅、咖啡馆和任何提供堂食服务的企业</li> <li>➤ 美术馆、博物馆、国家机构和历史遗址</li> <li>➤ 户外景点和游乐园</li> </ul>
<p>Additional requirements for these businesses are in an attachment to this document</p>	<p>对这些企业的额外要求在本文件附件中</p>
<p><b>COVID Safety Plans for the following businesses must include a commitment to request first name and contact details and record if provided:</b></p>	<p><b>下列企业必须在其 COVID 安全计划中包含一项承诺，承诺询问名字和联络信息，并在对方提供资料时进行记录：</b></p>

<ul style="list-style-type: none"> <li>➤ Gyms, health clubs, fitness or wellness centres</li> <li>➤ Yoga, barre, pilates, spin facilities</li> <li>➤ Boot camps and personal trainers</li> <li>➤ Personal services (e.g. hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services)</li> <li>➤ Organisers of weddings and funerals</li> <li>➤ Auction houses</li> <li>➤ Real estate agencies conducting open home inspections or auctions</li> <li>➤ Restaurants, cafes and any business providing dine-in services. This includes hotel-based restaurants and cafes</li> <li>➤ Hotels</li> <li>➤ Licensed venues</li> </ul>	<ul style="list-style-type: none"> <li>➤ 健身房、健身俱乐部、健身或保健中心</li> <li>➤ 练瑜伽、barre 健身操、普拉提、室内健身单车的设施</li> <li>➤ 新手训练营和私人健身教练</li> <li>➤ 个人服务（比如：美发师、理发师、美甲沙龙、纹身或身体修饰工作室、日间水疗和非治疗性的按摩服务）</li> <li>➤ 婚礼和葬礼的组织者</li> <li>➤ 拍卖行</li> <li>➤ 进行看房开放或拍卖的房地产中介</li> <li>➤ 餐厅、咖啡馆和任何提供堂食服务的企业。这包括基于酒店宾馆的餐厅和咖啡馆</li> <li>➤ 酒店宾馆</li> <li>➤ 持牌场所</li> </ul>
<ul style="list-style-type: none"> <li>➤ Cinema or movie theatre</li> <li>➤ Open air drive-in cinema</li> <li>➤ Play centre or arcade/amusement centre</li> <li>➤ Betting agency</li> <li>➤ Concert venue, theatre, arena or auditorium</li> <li>➤ Places of worship where gatherings will exceed 20 people</li> </ul>	<ul style="list-style-type: none"> <li>➤ 电影院或剧院</li> <li>➤ 露天免下车式电影院</li> <li>➤ 儿童游乐中心或游戏机厅/游乐中心</li> <li>➤ 投注机构</li> <li>➤ 音乐会场、剧场、圆形体育场/剧场或礼堂</li> <li>➤ 聚集人数将超过 20 人的礼拜场所</li> </ul>
<p>Information about how to collect and store private information will be available soon at <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a> .</p>	<p>如何收集和存储私人信息的相关资料很快会公布在 <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a>。</p>

<b>Compliance and enforcement</b>	<b>合规和执法</b>
<p>Developing and following a COVID Safety Plan is an important step in keeping your staff, customers, and the broader community safe as we continue to manage the impacts of the pandemic. Compliance efforts will be focused on education and support. However, penalties could apply and may be issued for those who put the community at risk through serious or repeated breaches of the legal requirements and obligations.</p>	<p>在我们继续管理疫情影响之际，制定和执行 COVID 安全计划是确保您的员工、顾客和更广泛的社区安全的重要一步。合规努力应重点关注教育和支持。不过那些严重或反复违反法律要求，违背相关义务，置社区于险境的人可能会受到处罚和罚款。</p>
<b>Signage</b>	<b>标识</b>
<p>Consider displaying information to your customers and staff about your COVID Safety Plan</p>	<p>考虑向顾客和员工陈列关于您 COVID 安全计划的信息</p>
<ul style="list-style-type: none"> <li>➤ Templates for posters and signage are available at: <a href="http://www.covid19.act.gov.au/resources">www.covid19.act.gov.au/resources</a></li> <li>➤ Consider placing your COVID Safety Plan on your website or Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>➤ 访问以下网址获得海报和标识的模板： <a href="http://www.covid19.act.gov.au/resources">www.covid19.act.gov.au/resources</a></li> <li>➤ 考虑把您的 COVID 安全计划放在您的网站或 Facebook 页面上</li> </ul>
<b>Review and monitor</b>	<b>审查和监控</b>
<ul style="list-style-type: none"> <li>➤ This document provides an overview of the risks that are likely to apply to most or all businesses in this sector. You should consider and address risks that may be specific to your business.</li> <li>➤ Regularly review your policies and procedures to ensure they are consistent with current directions and advice provided by ACT Health.</li> <li>➤ Ensure there is an accessible copy of your COVID Safe Plan available on site as it must be produced if requested from a relevant compliance and enforcement officer. This may include producing an electronic copy.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 本文件概述了可能适用于这一行业大多数或所有企业的各种风险。您应当考虑可能特定于您的企业的风险并加以应对。</li> <li>➤ 经常审查您的政策和程序，确保这些政策和程序符合首都领地卫生部（ACT Health）当前的指令和建议。</li> <li>➤ 请确保店内有一份随时可供查阅的 COVID 安全计划，在相关合规督查和执法人员要求时必须提交给对方查看，包括可能要提交电子副本。</li> </ul>

<p>Failure to comply with directions may result in significant penalties. Have a question? Looking for advice? Call the COVID-19 helpline on <b>(02) 6207 7244</b> from 8am-8pm daily</p>	<p>不遵守指令或将导致严重处罚。您有疑问或想要寻求建议吗？请在每天早上 8 点到晚上 8 点之间拨打 COVID-19 求助热线：<b>(02) 6207 7244</b></p>
<p>Current as at 19 June 2020</p>	<p>截至 2020 年 6 月 19 日为最新准确信息</p>
<p><b>Additional Requirements – Cafes and Restaurants</b></p>	<p><b><u>额外规定 – 咖啡馆和餐厅</u></b></p>
<p>The following checklist provides a guide for the types of measures that should be included in COVID Safety Plans for hospitality venues offering dine-in service. This checklist should be supplemented by the more general advice and other resources discussed above, and consideration of the risks specific to each business.</p>	<p>以下核查清单对提供堂食服务的餐饮企业应在 COVID 安全计划中包含哪些种类的措施给出了指导。在本份核查清单以外，还应同时执行更常规的建议和以上提及的其他资源的内容，并考虑特定于每家企业的风险加以补充。</p>
<p><b>Ensure physical distancing</b></p>	<p><b>确保肢体距离</b></p>
<p>Implement controls to limit the number of people inside your business at any one time so that your business complies with the Public Health Directions. The Public Health Directions requires that gatherings do not exceed 100 customers seated in any <b>indoor space</b> and 100 customers seated in any <b>outdoor space</b> and where social distancing of one customer per 4 square metres of public seating area is observed. Staff are excluded from the one person per 4 square metre calculation.</p>	<p>实施控制措施限制您的企业同时容纳的人数，确保您的企业遵守公共卫生指令。公共卫生指令要求任何<b>室内空间</b>的聚集不得超过 100 名顾客且顾客必须就座，任何<b>室外空间</b>的聚集不得超过 100 名顾客且顾客必须就座，同时要实行每名顾客 4 平方米公共休憩区的社交距离。在进行每人 4 平方米空间的计算时，请将员工排除在外。</p>
<p>The one person per 4 square metre calculation is based on the available space for seated customers. Therefore the back of house, kitchen preparation and service counter areas should not be included in the one person per 4 square metre calculation for determining your maximum allowable number of seated customers.</p>	<p>每人 4 平方米空间的计算基于可让顾客就座的面积。因此按每人 4 平方米空间计算能容纳就座顾客的人数上限时，不应包括后场、厨房备制区和服务柜台区。</p>

<p>The Risk Mitigation Guidance attached to the Public Health Directions provides that in a given occupied space, there be a density of no more than one person per 4 square metres of floor space (taking into account objects and items that may impact the total free space). This means that businesses need to consider items and objects that may impact space for seating patrons, such as permanent fixtures (for example pylons, countertops, benches and gaming machines).</p>	<p>公共卫生指令中所附的降低风险指导意见（Risk Mitigation Guidance）规定在某个指定的占地空间内，人口密度不得超过每 4 平方米使用面积容纳一人（需考虑可能影响到可用总面积的物品）。这意味着企业需要考虑那些可能影响到顾客就座空间的物品，比如永久性装置（门楼、台面、长凳和博彩机等）。</p>
<p><b>Note:</b> Refer to the Fact Sheet for how to calculate the one person per 4 square metre rule for hospitality venues. Click <i>HERE</i> to go to the Fact Sheet.</p>	<p>注意：请查看资料页了解餐饮场所如何按照每人 4 平方米空间的原则进行计算。请点击 <a href="#">这里</a> 浏览资料页。</p>
<p>Place signs at entry points to instruct customers not to enter the premises if they are unwell. The sign should clearly state the number of customers that are allowed to be seated. The sign should also state that businesses have the right to refuse service or entry. The sign can also state that the business cannot by law permit more persons than its capacity, and that customers who ignore these rules and instructions may also be contravening Public Health Directions for which penalties may apply. If practicable set up separate exit and entry points and separate order and collection points to minimise contact.</p>	<p>在入口处张贴标识，告知顾客如果身体不适请勿入内。标识应清楚写明允许进店就座的人数，还应写明企业有权拒绝服务或将人拒之门外。标识还可告知，法律规定企业不能允许数量超过其容纳上限的人进入；无视规则和指示的顾客或将因为违反公共卫生指令面临惩罚。在可行的情况下，请将入口和出口设在不同地方并隔开订餐和取餐处以尽可能减少接触。</p>
<p>Limit the number of staff serving a single indoor or outdoor space. Where a business operates with more than one indoor or outdoor space, wait staff should be assigned to one 'section', to limit interaction with patrons.</p>	<p>限制在单个室内或室外空间服务顾客的员工人数。有不只一个室内或室外空间的企业应指派员工专门服务某一区域，以限制顾客之间的互动。</p>
<p>Encourage online and phone bookings and limit the number of walk-in diners.</p>	<p>鼓励网上和电话预订并限制未经预约的食客人数。</p>
<p>Facilitate physical distancing by marking standing areas where customers queue to encourage a 1.5 metre spacing between each person in the queue.</p>	<p>在排队等待区做标记方便顾客保持肢体距离，鼓励排队顾客跟其他人保持 1.5 米间距。</p>

<p>Place tables in a way that ensures patrons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with Public Health Directions.</p>	<p>摆放餐桌时确保顾客在桌前就座时彼此相隔 1.5 米，并按照公共卫生指令的规定减少餐桌和座位数量。</p>
<p>Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers.</p>	<p>在可行的情况下，考虑在涉及跟顾客大量互动的柜台周围树立有机玻璃（plexiglass）等物理屏障。</p>
<p>Space waiting area seating at least 1.5 metres apart. If this is not possible, the seating should be removed.</p>	<p>将座位放在距离等候区至少 1.5 米远的地方。如果做不到这一点，则应撤除座位。</p>
<p>Encourage customers to use pay wave and credit cards in preference to cash.</p>	<p>鼓励顾客用感应式支付（pay wave）和信用卡而不是现金付款。</p>
<p>Consider how to display your menu in a way that minimises risk, options include: ensure menus are laminated and sanitised after each use; use general non-contact signage to display your menu; have single use paper menus available. For takeaway services place menus outside the venue.</p>	<p>考虑如何以尽可能降低风险的方式陈列菜单，选项包括：确保使用塑封菜单并在每次用后消毒；使用无需触碰的标识来陈列菜单；提供一次性纸质菜单。外卖服务可将菜单放在店外。</p>
<p>Remove any self-service buffet style foodservice areas, communal snack bars, communal condiments, water/drink and utensil stations.</p>	<p>取消自己取用自助餐式的食品服务区、公用的小吃部、公用的调味台、自取水/饮料和餐具器皿的设施。</p>
<p>Stagger sittings times and manage the duration of sittings to control the flow of patrons. The Public Health Directions recommend limiting duration to two hours.</p>	<p>错开不同时间就座的顾客，管理就座时长以控制客流。公共卫生指令建议将就座时长限制在 2 小时。</p>
<p>Modify processes behind the counter (including in the kitchen) to limit workers having to be in close contact, as much as practicable. For example: assign workers to specific workstations to minimise the need to go into other spaces; implement processes so front of house workers can collect food without needing to go into food preparation areas.</p>	<p>改变后场（包括厨房里）的流程，尽可能限制员工不得不有的密切接触。比如：指派员工在某些工作作业，尽可能降低他们前往其他空间的需求；贯彻流程让前台员工无需进入食品备制区就能取到食品。</p>

<b>Cleaning, Sanitising and Hygiene Activities</b>	<b>清洁、消毒和卫生活动</b>
Ensure all staff are aware of safe food handling practices and heighten health and hygiene policies and procedures, such as the importance of practising good hand hygiene and regular sanitation of food preparation surfaces, equipment and customer and dining areas.	确保所有员工都了解该如何安全地处理食品，强调健康和卫生政策及流程，比如保持良好的手部卫生习惯，以及对备制食品的各种表面、设备以及顾客和用餐区域经常消毒的重要性。
Areas used for food preparation and serving will need to be thoroughly cleaned, and food preparation surfaces and utensils cleaned and sanitised before use to ensure there is no risk to food safety.	用来备制和供应食品的区域需要彻底清洁，用来备制食品的各种表面和用具使用前要清洁消毒，确保没有食品安全隐患。
Increased frequency of cleaning for high touch areas or items (e.g. tables, chairs), and rest room facilities.	增加对高频触碰区域或物品（比如桌椅）和洗手间设施的清洁频率。
Clean packaged (sealed) food if required, before opening it.	如有需要，在打开（密封的）食品包装前先清洁外包装。
Check all stocks of food packaging materials are clean (e.g. takeaway containers).	检查所有食品包装材料的存货是否干净（比如外卖用容器）。
Clean all food areas and clean and sanitise food surfaces, utensils and equipment.	清洁所有食品区域，清洁消毒食品表面、用具和设备。
Provide hand sanitiser, clearly labelled for public use only at points of entry.	在入口处提供搓手消毒液，标识清楚地写明仅供公众使用。
Brief your staff on hygiene processes and procedures, each shift. They should wash hands often with soap and water for at least 20 seconds. Display hand washing instructions above each sink.	向员工介绍每更当值时卫生工作的流程与程序。员工应经常用肥皂和水洗手，每次至少 20 秒钟。在每个水池前陈列洗手指导。
Ensure your hand washing facilities are not obstructed and have sufficient paper towel and soap; these facilities should only be used for hand washing. If gloves are used, ensure they are changed regularly and wash hands between glove changes.	确保您的洗手设施畅通无阻并有足够的纸巾和肥皂；这些设施应仅供洗手使用。如果使用手套，请确保经常更换手套并在更换时清洗双手。

<p>Place additional signage in key areas, including above the hand wash facility, with correct procedures. Posters on hand washing and preventing the spread of germs can be downloaded at <a href="https://www.covid19.act.gov.au/resources">https://www.covid19.act.gov.au/resources</a></p>	<p>在洗手设施的上方等关键区域增设印有正确程序的标识。您可以在此下载“如何洗手”和“避免细菌传播”的海报： <a href="https://www.covid19.act.gov.au/resources">https://www.covid19.act.gov.au/resources</a></p>
<p>Provide hand washing facilities for customers and patrons including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.</p>	<p>给客户和顾客提供洗手设施，包括干净的自来水、液体皂、纸巾。如果没有现成的洗手设施，请提供适合的酒精搓手消毒液。</p>
<p>Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glass washer. Clean customer areas and clean and sanitise crockery and cutlery etc.</p>	<p>只有在客人用完每道菜后移走非一次性的碗盘/餐具/玻璃器皿并用商用等级的洗碗机或玻璃器皿清洗机进行清洗的情况下，才允许使用非一次性用具。清洁顾客区并清洁消毒碗盘和餐具等。</p>
<p>Use disposable/recyclable cutlery/glassware when available, or ensure strict table clearing guidelines requiring gloves.</p>	<p>在有条件时使用一次性/可回收的餐具/玻璃器皿，或确保严格实行餐桌清理准则，要求在操作时佩戴手套。</p>
<p>Reduce the sharing of equipment and tools.</p>	<p>减少共用设备和工具。</p>
<p>Implement more frequent sanitising of all surfaces (particularly frequently handled surfaces: EFT machines, counters, trolley handles, self-serve areas, fridge and cool room handles etc).</p>	<p>对所有表面更加频繁地进行消毒（尤其是操作频繁的表面：EFT 电子付款机、柜台、手推车扶手、自助区、冰箱和冷藏室把手等）。</p>
<p>Surfaces used by customers, such as tables, must also be cleaned between clients.</p>	<p>桌面等顾客使用的表面也须在每次用后进行清洁。</p>
<p><b>Extra Measures for Food Businesses Reopening for the First Time</b></p>	<p><b>首次重开的食品企业的额外措施</b></p>
<p><b>If your business premise/building has been closed or operating minimally during the COVID-19 period, you need to take these extra checks:</b></p>	<p><b>如果您的生意场所/楼宇在 COVID-19 疫情期间关门停业或以最低限度进行营业，您需要额外进行以下检查：</b></p>

<p>Check that the cleanliness of your premises is suitable and ready for preparing or handling food and make sure that nothing has happened during the closure or reduced operation that stops you from operating safely.</p>	<p>检查您的场地的干净程度是否适合和准备好可以备制或处理食品，并确保在关门停业或业务减少期间没有发生妨碍您安全操作的事。</p>
<ul style="list-style-type: none"> <li>• Check that food, equipment and other surfaces have not become contaminated from issues such as maintenance activities, or leaks, increased pest activity or reduced use of the facility.</li> <li>• Make sure the services you need for power; water supply and drainage are working as intended.</li> <li>• Check the condition of the services and equipment.</li> <li>• Make sure that services, facilities and equipment are fully functioning.</li> <li>• Check for any signs of pest infestation e.g. cockroaches and rodents (rat or mice droppings, cockroach spotting), gnawed food and food packaging.</li> <li>• Carry out pest control before opening.</li> <li>• Throw out food or packaging damaged by pests.</li> <li>• Throw out all other food in damaged or open packaging.</li> <li>• Clean premises, utensils and packaging (where appropriate) before opening.</li> <li>• Check toilets and hygiene facilities are working.</li> <li>• Make sure toilets and hand washing facilities for staff and customers (if applicable) are in working order and have warm running water, soap and paper towels.</li> <li>• Flush clean water through machines that are plumbed into the water supply, such as ice machines, drinking fountains, coffee machines, slush-ice makers, post mix guns, self-service soft drink machines and water coolers, especially if these haven't been turned off during restrictions.</li> <li>• If power was off for more than four hours, or chillers were opened, potentially hazardous foods (such as foods that</li> </ul>	<ul style="list-style-type: none"> <li>• 检查确认食品、设备和其他表面没有因为维护活动或漏水、虫害活动增加或设施使用减少等问题而被污染。</li> <li>• 确保服务所需的供电、供水和排污如您期望的一样工作。</li> <li>• 检查服务和设备的状态如何。</li> <li>• 确保服务、设施和设备全面运转。</li> <li>• 检查有没有任何虫鼠为患的迹象，比如蟑螂和老鼠（大鼠或小鼠粪便、发现蟑螂）、食品和食品包装被啮咬等。</li> <li>• 在开业之前进行虫害防治。</li> <li>• 扔掉被虫害损坏的食品或包装。</li> <li>• 扔掉包装破损或打开的所有其他食品。</li> <li>• 在开业前清洁场地、用具和包装（在适当时）。</li> <li>• 检查厕所和卫生设施是否正常工作。</li> <li>• 确保厕所以及供员工和顾客洗手的设施（如有）正常工作并有适温的自来水、肥皂和纸巾。</li> <li>• 用清水冲洗接到供水管道上的各种机器，比如制冰机、喷水式饮水机、咖啡机、雪泥机、后混合式的饮料喷头、自助汽水机和冷水机，特别是如果您在实施限制期间没有将它们关闭。</li> </ul>

contain meat, poultry, seafood and dairy products) may have reached temperatures above 5°C and will need to be thrown away regardless of their current temperature.

- Perishable foods in the fridge/cool room may still be safe to use if these are not showing obvious signs of spoilage are within their Use-By date or Best Before date. Consider the suitability of all food that may have been compromised during any shutdown or reduced operation period.
- If a freezer was full, power was off for less than 24 hours, the freezer was not opened during the power cut AND there is no evidence of thawing, contents should be OK to use.
- If the freezer was opened during the power cut, the freezer was not full, there is any evidence that contents have completely thawed, or have thawed then refrozen, throw this food out.
- Food still frozen with ice crystals throughout it can continue to be kept frozen if you are sure it did not thaw out and then re-freeze when the power came back on.
- Frozen food that has defrosted and was refrozen when the power was restored should not be used. This will not always be obvious, but important signs of defrosting and refreezing may be miss shaped products; drip from packaging that has become frozen; packages stuck together; or pooling of frozen fluids in the bottom of sealed packages.
- Throw out any food past its Use-By date.
- Check to see if any foods have been contaminated during storage – throw out if signs of damage, contamination or spoilage. If in doubt, throw it out.

- 如果断电超过 4 小时，或冷藏箱曾经打开没关上，有潜在危险的食品（比如含有肉类、家禽、海鲜和乳制品的食品）可能会温度高于 5°C，这些食品无论现在温度如何都要丢弃。
- 放在冰箱/冷藏室里的易腐坏食品如果没有出现变质的明显迹象而且在有效日期或最佳食用日期之内的可能还安全可用。请认真考虑所有在停业或业务减少期间品质可能打折扣的食品是否适合食用。
- 如果冻箱在全满时，断电不足 24 小时，冻箱在断电期间没有打开过**而且**没有证据显示食品解冻，里面的食品应当可以使用。
- 如果冻箱在断电期间打开过，冻箱不是全满，有任何证据显示里面的食品已经完全解冻，或在解冻后重又冻上，请将食品丢弃。
- 如果您确定食品在断电期间没有完全解冻，电力恢复后重又冻上，则布满冰渣的冷冻食品可以继续冷冻保存。
- 断电期间已经解冻，电力恢复后重又冻上的冷冻食品不应再用。虽然不总有很明显的迹象，但食品解冻后重又冻上的重要迹象可能是产品变形；包装上冻结的水滴；包装黏在一起；或密封包装底部聚成一滩的冻结液体。
- 丢弃所有超过有效日期的食品。
- 检查是否有食品在储存期间被污染 – 丢弃有破损、污染或变质迹象的食品。如有任何疑问，请将食品丢弃。

<b>Deliveries, contractors and visitors attending the premises</b>	<b>光临场所的送货人员、承包商和访客</b>
<ul style="list-style-type: none"> <li>➤ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.</li> <li>➤ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.</li> <li>➤ Ensure a number of suppliers so that you can maintain adequate stocks of hand soap, paper towel, sanitisers.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 在可行情况下指示送货司机或其他承包商在访问场所时，尽可能减少跟员工的肢体接触。</li> <li>➤ 在可行的情况下使用电子文书。如需签名，请跟对方讨论改发电邮确认，或对现场货物拍照作为货物送抵的证据。</li> <li>➤ 确保您有多位供货商，以保证您始终有足够的洗手皂液、纸巾、消毒液存货。</li> </ul>
<b>Additional Requirements –Galleries, Museums, National Institutions, and Historic Sites</b>	<b>额外规定 – 美术馆、博物馆、国家机构和历史遗址</b>
<p>In addition to the general requirements of the COVID Safety Plan, galleries, museums, National Institutions and historic sites are required to:</p>	<p>除了 COVID 安全计划的一般规定，当局对美术馆、博物馆、国家机构和历史遗址还要求：</p>
<ul style="list-style-type: none"> <li>➤ Galleries, museums, national institutions and historic sites can open provided there is no more than one person per 4 square metres throughout the venue, and can commence guided tours for groups of up to 20 people (excluding the tour guide).</li> <li>➤ Manage ingress and egress (with separate points).</li> <li>➤ Entry of groups are to be separated by time.</li> <li>➤ Increased frequency of cleaning for high touch areas or items, and rest room facilities.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 美术馆、博物馆、国家机构和历史遗址可在整个场所每 4 平方米容纳不超过一人的前提下开放，并可开始组织最多 20 人一组的导览（不包括导游）。</li> <li>➤ 管理进出场地的人数（在不同地点）。</li> <li>➤ 团体入场须隔一段时间放行一批人。</li> <li>➤ 对高频触碰区域或物品以及洗手间设施增加清洁频率。</li> </ul>

<b>Additional Requirements –Outdoor attractions and amusements</b>	<b>额外规定 – 户外景点和游乐园</b>
<ul style="list-style-type: none"> <li>➤ Careful management of flow of groups throughout venue or site. Groups are to be of up to 20, complying with complying with social distancing rules including 1.5m between people and one person per four square metres for the space they are in.</li> <li>➤ All groups must have supervisory oversight to ensure social distancing is enforced and that groups of greater than 20 people do not form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 谨慎管理整个场所或地点的团体人员流动。团体人数上限为 20 人，须遵守人与人之间 1.5 米和所在环境每人 4 平方米空间的社交距离规定。</li> <li>➤ 所有团体须有人监督，确保人们执行社交距离的规定，并且不会汇集成超过 20 人一组的团体。</li> </ul>
<b>Keep up to date on restrictions through the ACT COVID19 website:</b> <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a>	<b>通过首都领地 COVID-19 网站，随时了解限制措施：</b> <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a>
<b>The Safe Work Australia website:</b> <a href="http://www.safeworkaustralia.gov.au/">www.safeworkaustralia.gov.au/</a>	<b>澳大利亚工作安全局（Safe Work Australia）网站：</b> <a href="http://www.safeworkaustralia.gov.au/">www.safeworkaustralia.gov.au/</a>
<b>“My business’ COVIDSafe Plan” template</b> <a href="https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf">https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf</a>	<b>“我的企业的 COVID 安全计划（My business’ COVIDSafe Plan）”模板</b> <a href="https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf">https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf</a>
<b>For further information on work health and safety in the ACT:</b> <a href="http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/5015">www.accesscanberra.act.gov.au/app/answers/detail/a_id/5015</a>	<b>欲了解首都领地（ACT）劳动卫生和安全的更多信息，请访问：</b> <a href="http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/5015">www.accesscanberra.act.gov.au/app/answers/detail/a_id/5015</a>
<b>For updates, visit</b> <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a>	<b>最新情况请访问</b> <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a>