

English	Chinese Simplified (Mandarin)
GUIDELINES FOR YOUR COVID SAFETY PLAN	您的 COVID 安全计划指南
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Thank you for working with us to reduce the impact of COVID-19 in the ACT.	感谢您跟我们合作降低新冠病毒（COVID-19）在首都领地的影响。
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"> • Restaurants and cafes offering dine-in services (includes casino and hotel-based restaurants, bars and food courts) • Gyms, health clubs and fitness or wellness centres • Yoga, barre, pilates and spin facilities • Swimming pools • Boot camps and personal trainers • Personal services (e.g. hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services) • Steam-based services including saunas, steam rooms, steam cabinets and bathhouses • Organisers of weddings and funerals • Auction houses • Real estate agencies conducting open home inspections or auctions • Libraries 	<ul style="list-style-type: none"> • 提供堂食服务的餐厅和咖啡馆（包括基于赌场和酒店宾馆的餐厅、酒吧和美食广场） • 健身房、健身俱乐部和健身或保健中心 • 练瑜伽、barre 健身操、普拉提、室内健身单车的设施 • 游泳池 • 新手训练营和私人健身教练 • 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） • 桑拿、蒸汽室、蒸汽房和澡堂等基于蒸汽的服务 • 婚礼和葬礼的组织者 • 拍卖行 • 开展看房开放或拍卖的房地产中介 • 图书馆

<ul style="list-style-type: none"> • Galleries, museums, national institutions or historic sites. • Clubs and licensed venues • Cinemas, movie theatres and open-air or drive-in cinemas • Choirs, bands and orchestras • Dance classes • Concert venues, theatres, arenas, auditoriums or outdoor venues • Indoor amusement centres, arcades, and outdoor or indoor play centres • Hotels • Organised sport • Betting agencies and gaming venues • Adult venues 	<ul style="list-style-type: none"> • 美术馆、博物馆、国家机构或历史遗迹 • 俱乐部和持牌场所 • 电影院、剧院和露天或免下车式电影院 • 合唱团、乐队和管弦乐队 • 舞蹈课 • 音乐会场、剧场、圆形运动场/剧场、礼堂或户外场地 • 室内游乐中心、游戏机厅和室内外儿童游乐中心 • 酒店宾馆 • 有组织的运动 • 投注机构和博彩场所 • 成人场所
<p>For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to increase gatherings to more than 20 people. Refer to COVID Safety Plan Checklist for religious organisations and institutions providing religious, funeral or wedding services in the ACT.</p>	<p>想要将聚集人数增加到超过 20 人的礼拜和宗教仪式场所需要制定 COVID 安全计划。 请参照 COVID 安全计划的核查清单，了解首都领地提供宗教仪式、葬礼或婚礼服务的宗教组织和机构的情况。</p>
<p>What is a COVID Safety Plan?</p>	<p>什么是 COVID 安全计划？</p>
<p>A COVID Safety Plan is a plan that sets out how you will keep your employees and customers safe during the COVID-19 pandemic. It will also help you ensure your business or undertaking is complying with relevant laws and regulations.</p>	<p>COVID 安全计划是明确您在 COVID-19 疫情期间如何确保员工和顾客安全的一份计划。这份计划也将帮助您确保您的生意或企业遵守相关法律法规。</p>

Templates	模板
<p>The ACT does not require the use of a standard template for ACT businesses when developing their COVID Safety Plan. This is to help maintain a level of flexibility for businesses.</p>	<p>首都领地当局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。这是为了帮助让企业保持一定的灵活度。</p>
<p>Your COVID Safety Plan should consist of a document in a written or electronic form that can be produced during a compliance check. When developing your COVID Safety Plan you should take into consideration the requirements of the Public Health Directions and any other requirements for your sector/industry specific to the ACT, along with the information and advice provided in these guidelines.</p>	<p>您的 COVID 安全计划应包括可在合规检查时提交的书面或电子文件。在制定 COVID 安全计划时，您应当考虑到公共卫生指令（Public Health Directions）和首都领地对您的部门/行业的任何其他具体要求，以及这些指南提供的信息和建议。</p>
<p>It should include your policies in relation to matters outlined in these guidelines, including:</p> <ul style="list-style-type: none"> • Ensuring physical distancing • Cleaning, sanitising and hygiene activities • Managing staff or customers presenting with illness • Additional requirements for certain businesses and organisations, including those required to request contact information from patrons or visitors and record it if received • Compliance and enforcement 	<p>该计划应包括这些指南中所列事宜的相关应对政策，包括：</p> <ul style="list-style-type: none"> • 确保保持肢体距离 • 清洁、消毒和卫生活动 • 管理出现疾病症状的员工或顾客 • 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 • 合规和执法

<p>Some jurisdictions and industry peak bodies have developed templates.</p> <p>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>部分行政区和部分行业的代表组织已经拟定了相关模板。</p> <p>对于那些想寻找参考模板的企业，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>
<p>Can be found on the NSW Government Safe Business web page</p>	<p>可在新南威尔士州政府的安全企业网页找到。</p>
<p><u>Return to Play in a COVID Safe Environment Plan</u></p>	<p>在 <u>COVID 安全环境下重返运动场的计划</u></p>
<p>The ACT Government has developed specific guidelines for sporting clubs and venues to follow. 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.</p>	<p>首都领地政府制定了供运动俱乐部和场所参照执行的具体指导。如果您的运动组织或俱乐部有《在 COVID 安全环境下重返运动场的计划（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。</p>
<p>Visit the Sports ACT website to download the guidelines for developing a Return to Play in a COVID Safe Environment plan.</p>	<p>访问首都领地运动协会（Sports ACT）网站，下载如何制定《在 COVID 安全环境下重返运动场的计划》的指导。</p>
<p><u>AIS Return to Sport Toolkit</u></p>	<p><u>澳大利亚体育学院（AIS）重返运动场工具包</u></p>
<p>Can be found on the Sports Australia website.</p>	<p>可在澳大利亚运动协会（Sports Australia）网站找到。</p>

<p>COVID Safety Plan for Adult Venues</p>	<p>成人场所的 COVID 安全计划</p>
<p>The ACT Government has developed a specific plan for strip clubs, brothels and escort agencies to follow that offers specific advice for the industry and employees. For more information about developing a COVID Safety Plan for an adult venue go to the business and work section of the COVID-19 website.</p>	<p>首都领地政府制定了供脱衣舞俱乐部、妓院和伴游机构参照执行的具体方案，给该行业及其雇员提供具体建议。 欲了解成人场所如何制定 COVID 安全计划的详情，请访问 COVID-19 网站的企业和工作 页面。</p>
<p>Your obligations</p>	<p>您的义务</p>
<p>The ACT Public Health Directions requires all venues, facilities and businesses that are permitted to open to develop a COVID Safety Plan.</p>	<p>首都领地公共卫生指令要求所有获准营业的场所、设施和企业都要制定 COVID 安全计划。</p>
<p>Your COVID Safety Plan does not need to be submitted for approval but must be available to be produced on request by compliance and enforcement officers.</p>	<p>您的 COVID 安全计划无需提交给当局批准，但必须可以随时出示供合规督查和执法人员查验。</p>
<p>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.</p>	<p>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。</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 these guidelines.</p>	<p>COVID 安全计划应明确新冠病毒给您的员工（包括承包商和志愿者）、企业和顾客带来的各种风险，并应参照这些指导制定。</p>

<p>Your COVID Safety Plan should be revisited and updated following further updates to public health advice, and any changes to the Public Health Directions. The most recent Public Health Directions can be found on the COVID-19 website.</p>	<p>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。最新公共卫生指令可在 COVID-19 网站 上找到。</p>
<p>Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive.</p>	<p>并非本核查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。</p>
<p>Completing a COVID Safety Plan does not replace your responsibilities under the <i>Work Health Safety Act 2011</i> (ACT).</p>	<p>制定好 COVID 安全计划不能替代《2011 年劳动卫生安全法（首都领地）》[<i>Work Health Safety Act 2011 (ACT)</i>] 中规定的您的责任。</p>
<p>Physical distancing</p>	<p>确保肢体距离</p>
<ul style="list-style-type: none"> • All businesses and undertakings should implement physical distancing as outlined in the Public Health Directions. 	<ul style="list-style-type: none"> • 所有商家和企业应贯彻《公共卫生指令》中保持肢体距离的规定。
<ul style="list-style-type: none"> • All venues can have 25 people (excluding staff) across the entire venue. If venues wish to have more than 25, venues can use the sum of: <ul style="list-style-type: none"> - One person per four square metres of usable space for each indoor space (up to a max of 200 people); and - One person per two square metres of usable space for each outdoor space (up to a max of 200 people). 	<ul style="list-style-type: none"> • 所有场所可在整个场地容纳 25 人（不包括工作人员）。希望接待超过 25 人的场所可容纳的总人数为： <ul style="list-style-type: none"> - 每个室内空间 4 平方米可用空间一人（最多 200 人）；加上 - 每个室外空间 2 平方米可用空间一人（最多 200 人）。

- Hospitality venues may consider using an additional option when determining their venue capacity if this suits them. That is, venues with usable space between 101 and 200 square metres can have 50 people across the whole venue (includes all indoor/outdoor venues).
- Ensure appropriate physical distancing measures are in place, including maintaining a distance of 1.5 metres between people, wherever possible.
- For more information about how to implement physical distancing measures in your premises go to the business and work section of the [COVID-19 website](#).

- 餐饮场所可在适合时考虑选用另外的选项来决定店内的可容纳人数上限。也就是说，可用空间面积在 101 到 200 平方米的场所可在整个场地容纳 50 人（包括室内外所有场地）。
- 确保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。
- 欲了解如何在您的场所实施肢体距离措施的详情，请访问 [COVID-19 网站](#)的企业和工作部分。

Cleaning, Sanitising and Hygiene Activities	清洁、消毒和卫生活动
<ul style="list-style-type: none"> • All businesses and undertakings are required to demonstrate appropriate hand and general hygiene. • Businesses should also ensure they maintain appropriate cleaning and sanitising practices and supplies. • It is strongly recommended that all people working within a business, whether they be owners, employees or contractors, undertake relevant training. • A range of training options are available, some of which are nationally recognised and free to complete. • For more information on COVID-19 infection control training go to Skills ACT website. • Checklists about keeping your workplace COVID safe can be found on the Safework Australia website. • For practical resources go to the signs and factsheets page on the COVID-19 website. 	<ul style="list-style-type: none"> • 所有商家和企业都需贯彻适合的手部和一般卫生措施。 • 商家还应确保坚持进行恰当清洁消毒操作，并保障相关物资的配备。 • 强烈建议在企业工作的所有人员，不管是业主、雇员还是承包商都接受相关培训。 • 有一系列培训，包括部分全国认可的免费培训可供选择。 • 了解新冠病毒感染控制培训的详情请访问 Skills ACT 网站。 • 确保工作场所 COVID 安全的核查清单可在澳大利亚工作安全局 (Safework Australia) 网站找到。 • 想获得实用的资源，请访问 COVID-19 网站的标识和资料页面。
Managing staff or patrons/visitors presenting with illness	管理出现疾病症状的员工或顾客/访客
<ul style="list-style-type: none"> • The Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community. • Businesses and undertakings should be prepared to turn patrons or visitors away if they have clear symptoms of illness. 	<ul style="list-style-type: none"> • 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"> • A Hardship Isolation Payment is available for eligible workers who are unable to temporarily work under a COVID-19 direction or health guidance. For more information go to the Families and households page. • Ensure your staff are aware of any workplace policies on paid pandemic leave, if available. • If a direction is issued requiring your workplace to close due to confirmed case of COVID19 contamination, you must notify WorkSafe ACT. 	<ul style="list-style-type: none"> • 依照新冠病毒指令或健康指导暂时不能工作且符合资格的工人可获得困难隔离补助（Hardship Isolation Payment）。详情请查看家庭和住家页面。 • 如果可能，请确保您的员工了解工作场所疫情带薪休假的政策。 • 如果有关部门因为发现感染新冠病毒的确诊病例发出指令要求您的工作场所关门停业，您必须通知首都领地工作安全局（WorkSafe ACT）。
Additional Requirements	额外规定
<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>部分企业和组织将需要在其 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>
Collecting contact details	收集联络信息
The following businesses must request all patrons provide their first name and contact details:	以下企业必须要求所有顾客提供名字和联络信息：
<ul style="list-style-type: none"> • Restaurants and cafes offering dine-in services (includes casino and hotel-based restaurants, bars and food courts) • Gyms, health clubs and fitness or wellness centres • Yoga, barre, pilates and spin facilities • Boot camps and personal trainers 	<ul style="list-style-type: none"> • 提供堂食服务的餐厅和咖啡馆（包括基于赌场和酒店宾馆的餐厅、酒吧和美食广场） • 健身房、健身俱乐部和健身或保健中心 • 练瑜伽、barre 健身操、普拉提和室内健身单车的设施 • 新手训练营和私人健身教练

<ul style="list-style-type: none"> • Personal services (includes hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services) • Organisers of weddings and funerals • Auction houses • Real estate agencies conducting open home inspections or auctions • Clubs, licensed venues and nightclubs that are operating as bars • Cinemas, movie theatres and open air or drive-in cinemas • Concert venues, theatres, arenas or auditoriums • Conference and convention venues • Indoor amusement centres, arcades and indoor play centres • Hotels • Betting agencies and gaming venues • Strip clubs, brothels and escort agencies • Places of worship where gatherings will exceed 20 people 	<ul style="list-style-type: none"> • 个人服务（包括美发师、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） • 婚礼和葬礼的组织者 • 拍卖行 • 开展看房开放或拍卖的房地产中介 • 俱乐部、持牌场所和在作为酒吧营业的夜总会 • 电影院、剧院和露天或免下车式电影院 • 音乐会场、剧场、圆形运动场/剧场或礼堂 • 会议和会展场所 • 室内游乐中心、游戏机厅和室内儿童游乐中心 • 酒店宾馆 • 投注机构和博彩场所 • 脱衣舞俱乐部、妓院和伴游机构 • 聚集规模会超过 20 人的礼拜场所
<p>Collection methods</p>	<p>收集方法</p>
<p>We understand the process of collecting information from every patron is time consuming. Most people would now be aware of the requirements for businesses to request their details for contact tracing, and are happy to oblige, however some may have privacy concerns.</p>	<p>我们知道向每位顾客收集信息是一项耗时的工作。大多数人现在已经了解企业要询问他们的联络信息用于追踪接触者并乐于帮忙，但还有一些人可能存在隐私方面的担忧。</p>

<p>For example, an A4 notebook left out the front of a restaurant with all seated guests' details on display for the next person to see, copy/take a photo of, or handing over an electronic device for patrons to enter their own information, is highly discouraged.</p>	<p>比如将陈列着所有入座顾客联络信息的 A4 笔记本摆在餐馆门前，让接下来光临的客人看到、复制/拍照，或者将电子设备拿给顾客自行填写资料等做法我们很不推荐。</p>
<p>Physical and electronic security must be considered to help guarantee that your patrons' personal information is secure and the workspace can facilitate good privacy practices.</p>	<p>您必须考虑到实物和电子安全，帮助保证顾客的个人信息安全稳妥，并保证工作场所加强对隐私的保护。</p>
<p>Paper-based collection</p>	<p>纸质方式收集信息</p>
<p>Consider having a staff member collect patrons' details on arrival (or once they are seated) on a form that is kept private from other patrons. Once filled in, the forms should be kept in a place that is secure and out of sight of other patrons and unauthorised persons.</p>	<p>请考虑安排一名工作人员在顾客到达时（或就座以后）填表收集顾客信息，不让其他客人看到收集到的资料。 填好的表格应妥善管理，放在安全并且其他顾客和未经授权人士看不到的地方。</p>
<p>Electronic collection</p>	<p>电子方式收集信息</p>
<p>The Check in CBR app is a contactless, secure and convenient way for customers to sign into a Canberra venue. The app enables individuals to check-in to venues and have their data stored securely with ACT Health in the event contact tracking is needed.</p>	<p>Check in CBR 应用程序让顾客在堪培拉的某一场所非接触式、安全便捷地进行签到。这个应用程序让个人可在各场所签到，并将他们的数据安全地保存在首都领地卫生部，以备追踪接触者的需要。</p>
<p>When you register your business you will be provided a unique QR code. Customers with the Check In CBR app simply scan the QR code and show your staff that they have successfully checked in.</p>	<p>在您为企业注册报名时分会分到一个独特的 QR 码。装有 Check In CBR 应用程序的顾客只需扫描该 QR 码，并向您的员工展示已经成功签到即可。</p>

<p>To find out more and register your business visit the Check In CBR page on the COVID-19 website.</p>	<p>欲了解详情以及如何为企业进行注册，请访问 COVID-19 网站 的 Check In CBR 页面。</p>
<p>Businesses collecting personal data via other electronic means (such as an iPad) must ensure systems are privacy compliant. Devices should also not be handed to patrons to enter their personal details as this creates a hygiene risk. Instead, have your staff operate the device. Ensure passwords are regularly changed, and your application protects data against unauthorised access.</p>	<p>通过其他电子方式（比如 iPad）收集个人数据的企业必须确保系统遵守隐私规定。不应将设备交给顾客自行输入个人信息，因为这么做会带来卫生风险，而应由店内工作人员操作设备。 请确保经常更换密码，并确保您的应用程序能够保护数据不被擅自取用。</p>
<p>Some businesses are using QR codes to collect customer details. A QR code is just like a barcode, with information that can be read by a smart phone camera. QR codes are convenient for businesses and customers. They also provide a hygienic, contactless way of signing into a venue. Businesses can find QR code guest registration services by searching online or if you have an IT service provider, ask them for advice. Make sure you read the full terms and conditions of the service carefully.</p>	<p>部分企业在用 QR 码收集顾客信息。QR 码就像条形码，包含了可用智能手机摄像头读取的信息。对于企业和顾客，QR 码使用方便，也提供了在某个场所卫生、无接触式的签到方式。 企业可以上网搜索寻找 QR 码访客登记服务，或者如果您有 IT 服务提供商，可以向他们寻求建议。请确保您仔细阅读服务的全部条款和条件。</p>
<p>Compliance and enforcement</p>	<p>合规和执法</p>
<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。 合规努力将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>

Signage	标识
All venues, facilities and businesses must clearly display occupancy allowance at entrance to each venue or space.	所有场所、设施和企业必须在每个场地或空间的入口处显眼陈列可容纳人数的上限。
Consider also displaying information to your customers and staff about your COVID Safety Plan.	请您考虑也向顾客和员工陈列关于您 COVID 安全计划的信息。
<ul style="list-style-type: none"> • Templates for posters and signage are available on the signs and factsheets page of the COVID-19 website. • Consider placing your COVID Safety Plan on your website or Facebook page. 	<ul style="list-style-type: none"> • 获得海报和标识的模板，请访问 COVID-19 网站 的标识和资料页页面。 • 请考虑把您的 COVID 安全计划放在您的网站或 Facebook 页面上
Calculating usable space	计算可用空间
For businesses operating under the one person per 4 square metre rule, you should refer to the fact sheet that assists you to calculate your business' usable space which can be found on the signs and factsheets section of the COVID-19 website .	按照每人 4 平方米空间规定经营的企业应当参照相关资料页。帮助您计算企业的“可用空间”的资料页可在 COVID-19 网站 的标识和资料页部分找到。
<p>You should only factor in usable space when calculating how many people you can have in your premises. Usable space means the space that people can freely move around in, but does not include:</p> <ul style="list-style-type: none"> • Stages and similar areas, • Restrooms, changerooms and similar areas, • Areas occupied by fixtures, fittings and displays, and • Staff only areas and areas that are closed off or not being used. 	<p>在计算您的场所可接待的人数时，您应当只考虑可用空间的大小。“可用空间”即人们可在其中自由活动的空间，但不包括以下区域：</p> <ul style="list-style-type: none"> • 舞台和相似区域 • 洗手间、更衣室和相似区域 • 设备、装置和陈列所占区域，以及 • 只限员工使用的区域和关闭或未在使用的区域。

Review and monitor	审查和监控
<ul style="list-style-type: none"> • 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. • Regularly review your policies and procedures to ensure they are consistent with current directions and advice provided by ACT Health. • Ensure there is an accessible copy of your COVID Safety Plan available on your premises as it must be produced if requested from a relevant compliance and enforcement officer. This may include producing an electronic copy. 	<ul style="list-style-type: none"> • 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。 • 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。 • 请确保店内有一份随时可供查阅的 COVID 安全计划出示供相关合规督查和执法人员查验。包括可能要提交电子副本。
<p>Failure to comply with directions may result in significant penalties.</p> <p>Have a question? Looking for advice about operating in a COVID safe environment? Call the Access Canberra Business Liaison Line on (02) 6205 0900.</p>	<p>不遵守指令或将导致严重处罚。</p> <p>您有疑问吗？想就如何在 COVID 安全的环境里经营寻求建议吗？请拨打 Access Canberra 企业联络热线：(02) 6205 0900。</p>
<p>Current as at 9 October 2020</p>	<p>截至 2020 年 10 月 9 日为最新准确信息</p>

<p>Deliveries, contractors and visitors attending the premises</p>	<p>光临场所的送货人员、承包商和访客</p>
<ul style="list-style-type: none"> • Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers. • 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. • Ensure a number of suppliers so that you can maintain adequate stocks of hand soap, paper towel, sanitisers. 	<ul style="list-style-type: none"> • 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。 • 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。 • 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。
<p>Additional Requirements – Galleries, Museums, National Institutions, and Historic Sites</p>	<p>额外规定-美术馆、博物馆、国家机构和历史遗址</p>
<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"> • 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). • Manage ingress and egress (with separate points). • Entry of groups are to be separated by time. • Increased frequency of cleaning for high touch areas or items, and rest room facilities. 	<ul style="list-style-type: none"> • 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）。 • 管理进出场地的人数（在不同地点）。 • 团体入场须隔一段时间放行一批人。 • 对高频触碰区域或物品以及洗手间设施增加清洁频率。

Additional Requirements – Outdoor attractions and amusements	额外规定-户外景点和游乐园
<ul style="list-style-type: none"> • 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. • All groups must have supervisory oversight to ensure social distancing is enforced and that groups of greater than 20 people do not form. 	<ul style="list-style-type: none"> • 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。 • 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。
Keep up to date on restrictions through the ACT COVID19 website: www.covid19.act.gov.au	通过首都领地 COVID-19 网站，随时了解限制措施： www.covid19.act.gov.au
The Safe Work Australia website: www.safeworkaustralia.gov.au/	澳大利亚工作安全局（Safe Work Australia）网站： www.safeworkaustralia.gov.au/