

# FACTSHEET

Effective 30 June 2021

## Guidelines for your COVID Safety Plan



Thank you for working with us to reduce the impact of COVID-19 in the ACT

**Attention!** It is now mandatory for all restricted businesses, facilities, retail venues and Public Transport to register and use the Check In CBR app. All patrons and staff aged 16 years or more must check in to restricted business, retail venues and Public Transport using the Check In CBR app. This will assist with rapid contact tracing if required.

This document provides guidance for the following restricted businesses and undertakings that are required to develop a COVID Safety Plan:

- Restaurants and cafés 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
- Galleries, museums, national institutions and 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

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- Conference and convention venues
- Indoor amusement centres, arcades, and outdoor or indoor play centres
- Hotels
- Organised sport
- Betting agencies and gaming venues
- Places of worship and religious ceremonies where gatherings exceed 25 people

## What is a COVID Safety Plan?

A COVID Safety Plan is a plan that sets out how you will keep your employees and patrons safe during the COVID-19 pandemic. It will also help you ensure your business or undertaking is complying with relevant laws and regulations.

## Templates

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.

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.

It should include your policies in relation to matters outlined in these guidelines, including:

- Ensuring physical distancing
- Cleaning, sanitising and hygiene activities
- Managing staff or patrons presenting with illness
- Additional requirements for restricted businesses and organisations to ensure staff and patrons aged 16 years or older check in using the Check In CBR app
- Compliance and enforcement

Some jurisdictions and industry peak bodies have developed templates.

For businesses seeking a template the NSW and Commonwealth Government websites may have some useful information. Alternatively get in touch with your industry peak body.

## NSW COVID-safe business plans

Can be found on the [NSW Government Safe Businesses web page](#).

## Return to Play in a COVID Safe Environment Plan

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.

Visit the [Sports ACT website](#) to download the guidelines for developing a Return to Play in COVID Safe Environment plan.

## AIS Return to Sport Toolkit

Can be found on the [Sports Australia website](#).

## COVID Safety Plan for Adult Venues

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 [business and work section of the COVID-19 website](#).

## Your obligations

The ACT Public Health Direction requires all restricted venues, facilities and businesses to develop and follow a COVID Safety Plan.

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.

The COVID Safety Plan should identify the risks posed by COVID-19 to your staff (including contractors and volunteers), business and patrons, and should be guided by these guidelines.

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 ACT Government's COVID-19 website.

Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive.

Completing a COVID Safety Plan does not replace your responsibilities under the *Work Health Safety Act 2011* (ACT).

**Note:** 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.

## Venue capacity and calculating usable space

All businesses and undertakings should restrict their capacity as outlined in the public health directions.

- Each venue can have 25 people across the entire venue

- If businesses wish to have more than 25 people across the venue, they can have one person per two square metres of usable space in both indoor and outdoor spaces.

Unless otherwise provided for in the Public Health Emergency Direction, gatherings and events over 1,000. Refer to the COVID Safe Event Protocol for further advice.

Further information on capacity provisions can be found in the Public Health Direction which is available on the ACT Government's COVID-19 website.

You should refer to the fact sheet that assists you to calculate the usable space of your business or venue which can be found on the [signs and factsheets section of the COVID-19 website](#). 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:

- stages and similar areas
- restrooms, changerooms and similar areas
- areas occupied by fixtures, fittings, and displays
- staff only areas and areas that are closed off or not being used.

## Physical distancing

- All businesses and undertakings should implement physical distancing as outlined in the public health directions.
- Ensure appropriate physical distancing measures are in place, including maintaining a distance of 1.5 metres between people who do not know each other, wherever possible.
- For more information about how to implement physical distancing measures in your premises go to go to the business and work section of the [COVID-19 website](#).

## Cleaning, sanitising and hygiene activities

- 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 the [Skills ACT website](#).
- Checklists about keeping your workplace COVID Safe can be found on the [Safework Australia website](#).
- For practical resources go the signs and factsheets page on the [COVID-19 website](#).

## Managing staff or patrons/ visitors presenting with illness

- 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.
- 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 household support 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 a confirmed case of COVID-19, you must notify WorkSafe ACT.

## Collecting contact details with Check In CBR

All restricted businesses, venues and facilities are required to register and use the Check In CBR app. Fast access to accurate and complete records is critical for ACT Health to quickly alert people who may have been in contact with COVID-19 if required.

The Check In CBR app is a free, contactless, secure and convenient way for staff and patrons 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.

When you register your business or venue for Check In CBR, you will be provided a business starter kit, which includes unique QR Code posters to display clearly near the entrance to the venue.

Staff and patrons with the Check In CBR app can simply scan the QR code. Patrons can show your staff that they have successfully checked in. A business profile function for the app has also been developed to make it easy for venues and businesses to check in patrons who do not have a smart phone, or are unable to do so themselves.

**Note:** Devices should not be handed to patrons to enter their personal details as this creates a hygiene risk. Instead, have your staff operate the device.

Businesses and venues need to take reasonable steps to ensure staff and patrons have checked-in to their premises. Reasonable steps may include, but are not limited to:

- Actively monitoring points of entry
- Requesting that patrons show staff the 'green tick' demonstrating they have checked in on the app
- Signage or messaging in clear view advising patrons they need to check in using the app.

To find out more and to register your business visit the Check In CBR page on the [COVID-19 website](#).

## Compliance and enforcement

Developing and following a COVID Safety Plan is an important step in keeping your staff, patrons, 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.

## Signage

All venues, facilities and businesses must clearly display venue capacity and Check In CBR app signage at entrance to each venue or space.

Consider also displaying information to your patrons and staff about your COVID Safety Plan

- 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.

## Review and monitor

- This document provides an overview of the risks that are likely to apply to most or all businesses. 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

### **Failure to comply with directions may result in significant penalties.**

Have a question? Looking for advice about operating in a COVID safe environment? Call the Access Canberra Business Liaison Line on **(02) 6205 0900**.