

English	Chinese Traditional (Cantonese)
GUIDELINES FOR YOUR COVID SAFETY PLAN	「COVID 安全計劃」指南
Updated 9 October 2020	2020 年 10 月 9 日更新
Thank you for working with us to reduce the impact of COVID-19 in the ACT.	多謝大家與我們齊心協力，共同削弱冠狀病毒病(COVID-19)對首都區(ACT)的影響。
This document provides guidance for the following businesses and undertakings that are required to develop a COVID Safety Plan:	本文為一份指南，可幫助以下商企及商企的責任承擔者(承責人)。以下商企及承責人按規定必須備有一份「冠狀病毒病安全計畫」(COVID Safety Plan)(以下稱為「COVID 安全計劃」):
<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"> • 供應堂食的餐館及咖啡館(包括賭場及酒店內設餐廳、酒吧及美食廊) • 健身房、健身俱樂部、健美或康體中心 • 瑜珈、運動塑形、普拉提、旋轉設施 • 游泳池 • 訓練營及個人教練 • 個人服務(如美髮、理髮、美甲、紋身或身體整修工作室、日間水療及非治療性按摩服務) • 蒸汽類服務，包括桑拿、蒸汽室、蒸汽櫃及浴場 • 婚慶及喪奠儀式策劃服務 • 拍賣行 • 安排屋宇觀睇或拍賣的房地產公司 • 圖書館

<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"> • 藝術廊、博物館、國家公共機構或歷史遺址 • 俱樂部及持有許可證的場館 • 電影院、電影劇場及露天或駛入電影場 • 合唱團、樂隊及交響樂團 • 舞蹈課堂 • 音樂會場館、劇院、競技場、禮堂或室外場地 • 室內娛樂中心、商場內街、戶外或室內娛樂中心 • 酒店 • 有組織的體育活動 • 投注站及博彩場所 • 成人場所
<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>對於禮拜及宗教儀式的活動場所，若希望聚集的上限人數能超過 20 人，則須製訂一份「COVID 安全計劃」。</p> <p>請參閱「COVID 安全計劃覆查單」(COVID Safety Plan Checklist)瞭解在首都區對提供宗教、婚喪儀式的宗教組織及機構的有關規定。</p>
<p>What is a COVID Safety Plan?</p>	<p>何為「COVID 安全計劃」？</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 安全計劃」清楚列明如何在冠狀病毒疫情期間確保你的員工及顧客的安全。此計劃同時幫助你確保貴商號或其承責人能遵守相關法例及規管條文。</p>

Templates	範本
<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>首都區政府不要求首都區商企在製訂安全計劃時使用範本，因為政府希望商企能有一定的靈活性。</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>貴商號的「COVID 安全計劃」必須是一份書面或電子版本的文件，在合規檢查時必須可以出示給檢查人員查看。在製訂「COVID 安全計劃」時，應考慮「公共衛生指示」(Public Health Directions)及與你的領域/行業有關的在首都區實行的特別規定，以及本指南中有關的資訊及指示。</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>安全計劃必須包括本指南中提到的各項問題以及與這些問題有關的具體政策，包括：</p> <ul style="list-style-type: none"> • 確保肢體疏距 • 清潔、消毒及衛生工作 • 員工或顧客出現病況時的處理 • 對部分商企及組織的額外規定，包括部分商企及組織必須向賓客或訪客求詢聯繫資料，並在後者願意提供時記錄這些資料 • 合規及執法。

<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>某些司法管轄區及行業最高組織有開發計劃書的範本。商企若欲尋求這些範本，可訪問新州及聯邦政府的網站，在那裏可能會找到一些有用的資訊。你亦可以聯繫自己行業的最高組織，作有關查詢。</p>
<p>Can be found on the NSW Government Safe Business web page</p>	<p>可見於 新州政府商企安全網頁</p>
<p><u>Return to Play in a COVID Safe Environment Plan</u></p>	<p>「在病毒安全的環境中恢復活動計劃」</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>首都區政府(ACT Government)對體育運動俱樂部及場館有特別規定。假如你的體育運動組織或俱樂部有一份「在病毒安全的環境中恢復活動計劃」(Return to Play in a COVID Safe Environment Plan)，亦就相當於符合「COVID 安全計劃」的規定了，無需另製一份「COVID 安全計劃」。</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>請訪問首都區體育運動網站下載「在病毒安全的環境中恢復活動計劃」的製訂指南。</p>
<p><u>AIS Return to Sport Toolkit</u></p>	<p>「AIS 重返體育運動工具包」</p>
<p>Can be found on the Sports Australia website.</p>	<p>可見於澳洲體育運動網站</p>

<p>COVID Safety Plan for Adult Venues</p>	<p>成人場所的「COVID 安全計劃」</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>首都區政府就脫衣舞館、妓院和伴陪服務機構有特別計劃，專門準備了這類機構及其員工應該遵守的指示。 成人場所如何製訂「COVID 安全計劃」的有關詳情可以見於 COVID-19 網站的商務及工作部分。</p>
<p>Your obligations</p>	<p>商企的責任</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>「公共衛生指示」(Public Health Directions)要求所有已被允許開放的場館、設施及商企必須製訂一份「COVID 安全計劃」。</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>「COVID 安全計劃」無須遞交予審批，但在合規及執法官員的要求下必須出示予查閱。</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>製訂「COVID 安全計劃」是確保你的員工及廣大社區安全的重要一步。在製訂計劃時，你應該諮詢員工，確保他們瞭解自己的責任並能夠履行這些責任。</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 安全計劃」應列明冠狀病毒病對你的員工(包括合同工及志工)、商企及顧客帶來的各種風險，並應該以本指南為製訂方向。</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>貴商舖的「COVID 安全計劃」在公共衛生指示有更新時，及「公共衛生指示」有新規定時，必須及時予以重審及更新。「公共衛生指示」的最新消息可見於 COVID-19 網站。</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>本列單中，並非所有項目都適用於所有商企，而此列單亦並非已包攬無遺。</p>
<p>Completing a COVID Safety Plan does not replace your responsibilities under the <i>Work Health Safety Act 2011 (ACT)</i>.</p>	<p>備有一份完整的「COVID 安全計劃」並不意味著它就取代了《職業安全健康法 2011(ACT)》(Work Health Safety Act 2011 (ACT)) 規定下的商企應有的責任</p>
<p>Physical distancing</p>	<p>肢體疏距</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"> • 所有商企及承責人必須實施「公共衛生指示」中規定的肢體疏距原則，包括：
<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"> • 所有場館均可在整個場地內容許有 25 人(不含職員)。假如某場館希望有超過 25 人，你可以有以下兩類人數的總和： <ul style="list-style-type: none"> - 每室內空間內每四平方米的可用空間可容許有一人(最多不超過 200 人)； - 每室外空間內每兩平方米的可用空間可容許一人(最多不超過 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](#).

- 飲食招待業場館可以考慮使用第三類計算方式來決定可容納人數 --- 假如此方法符合該地情況。可用空間有 101 至 200 平方米的場館可以在整個場館內容許有 50 人(包括所有室內/室外空間)。
- 確保有適當措施，實行肢體疏距原則，包括在可行的情況下確保人與人之間有 1.5 米的疏距。
- 有關如何實施肢體疏距原則的詳情可見於 [COVID-19 網站](#)的商務及工作部分。

Cleaning, Sanitising and Hygiene Activities	清潔、消毒及衛生工作
<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"> • 所有商企及承責人均必須展示有實行手部及呼吸道衛生措施。 • 商企還應確保有適當的清潔及消毒操作程序，有適用的清潔消毒用品。 • 政府強烈建議在同一商鋪內工作的所有人員，無論是商主、僱員或合同工，都應接受相關訓練。 • 有一系列訓練課程可供商企選擇，其中一些是全國認可並有政府補貼或免費提供的。 • 有關控制病毒感染方面的訓練詳情可見於首都區技能網站 • 用於工作場所防禦病毒各類覆查清單可見於澳洲崗位安全網站 • 各類實用資源可見於COVID-19網站上有關標誌及便覽一頁。
Managing staff or patrons/visitors presenting with illness	員工或賓客/顧客出現病況時的處理
<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"> • 政府促請大家若有身體不適時應留在家裏。這對於有工作的員工及廣大社區人士都是一樣的。 • 商企及承責人應有工作準備，若有明顯疾病癥狀的賓客或訪客上門時，應規勸其卻步。

<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"> • 因疫情措施或衛生條例限制而暫時無法工作的人士，若符合條件的話，可以申請「困難無助補貼」(Hardship Isolation Payment)。詳情可見於 「家庭及戶宅」一頁 • 假如貴商號設有帶薪疫情假期，請確保你的員工清楚知道此項政策的內容。 • 若貴商鋪因冠狀病毒污染而發生確診病例後被指示必須關閉，你必須通知「首都區工作安全」(WorkSafe ACT)辦公室。
<p>Additional Requirements</p>	<p>額外規定</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>某些商企及組織的「COVID 安全計劃」內必須含有額外資料，必須向賓客詢問聯繫資料。若對方肯予提供，這些資料必須被收錄及保存。</p>
<p>Collecting contact details</p>	<p>收錄聯繫資料</p>
<p>The following businesses must request all patrons provide their first name and contact details:</p>	<p>以下商企必須向所有賓客詢問其名字及聯繫方式:</p>
<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"> • 供應堂食的餐館及咖啡館(包括賭場及酒店的內設餐廳、酒吧及美食廊) • 健身房、健身俱樂部、健美或康體中心 • 瑜珈、運動塑形、普拉提、旋轉設施 • 訓練營及個人教練

<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"> • 個人服務(如美髮、理髮、美甲、紋身或身體整修工作室、日間水療及非治療性按摩服務) • 婚慶及喪奠儀式策劃服務 • 拍賣行 • 安排屋宇觀睇或拍賣的房地產公司 • 俱樂部、及持有許可證的場館及以酒吧形式運作的夜總會 • 電影院、電影劇場及露天或駛入電影場 • 音樂會場館、劇院、競技場或大禮堂 • 大型會議及活動場館 • 室內娛樂中心、商場內街及室內娛樂中心 • 酒店 • 投注站及博彩場所 • 脫衣舞館、妓院及伴陪機構 • 會有超過20人聚集的禮拜場所
<p>Collection methods</p>	<p>收錄方法</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>我們明白要從每位賓客那裏索取資料是一個非常耗時的過程。目前大多數人都知道商企必須為順查目的要求顧客留下聯繫資料，亦樂意合作，但部分人士會擔心私隱問題。</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>例如，將一個 A4 規格的筆記本在餐廳前面，所有在座的人都能仔細看到、抄寫/拍照以前的賓客資料，或將一個電子設備交給賓客自己輸入數據等做法，都是非常不可取的。</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>要保證賓客個人資料得以妥善保存，必須要有實物與電子方面的保安措施，工作場所完全可以有效實行良好的保密措施。</p>
<p>Paper-based collection</p>	<p>紙質形式的收錄</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>貴商鋪應該考慮指派一名職員在賓客進門(或就座)時即向其索取聯繫資料，將資料收錄在一份其他賓客見不到的表格上。表格填寫完畢後，應存放在安全的、其他賓客及未經許可人士不得取閱的地方。</p>
<p>Electronic collection</p>	<p>電子形式收錄</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>「CBR簽到應用件」(the Check in CBR)是賓客在坎培拉任一場館簽到的一個電子應用件，無需手觸、安全、方便。該應用件可以讓你在進入某一場館時簽到，個人資料儲存在首都區衛生部(ACT Health)，若需要順查時即得以使用。</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>貴商號登記使用時，將會收到一個二維碼。賓客通過「CBR 簽到應用件」簽到時，祇需掃描該二維碼，同時讓職員檢視簽到成功即可。</p>
<p>To find out more and register your business visit the Check In CBR page on the COVID-19 website.</p>	<p>登記使用及瞭解詳情請參閱 COVID-19 網站中「CBR 簽到應用件」一頁。</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.</p> <p>Ensure passwords are regularly changed, and your application protects data against unauthorised access.</p>	<p>通過其他電子方式(如iPad)收錄個人數據的商企必須確保其系統符合私隱條例規定。</p> <p>收錄資料時，電子設備不應交予賓客自行輸入數據，以減少衛生風險。輸入工作應由職員完成。</p> <p>請確保定期更改密碼，保證應用件帶有保安措施，防止未經許可的查閱。</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.</p> <p>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>有些商企則利用二維碼來收錄顧客資料。二維碼與條碼差不多，可以通過智能手機的攝像頭讀取資訊。對於商企及顧客來說，二維碼挺方便，而且衛生，無需手觸即可簽到，進入商業場所。</p> <p>商企可以通過在線搜索尋找二維碼簽到方式，或詢問向你提供信息技術的服務商，聽聽他們的建議。請務必先仔細閱讀這類服務的所有條款和條件。</p>
<p>Compliance and enforcement</p>	<p>合規及執法</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.</p> <p>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>製訂並按計劃執行「COVID 安全計劃」是我們繼續對付病毒大流行衝擊的同時確保員工、顧客及廣大社區安全的重要一步。</p> <p>按規定執行計劃的工作將側重於教育及支援。但是，因嚴重或屢次違反法律規定及失責而使社會陷入危險之中的商企將可能要面對處罰。</p>

Signage	標誌
All venues, facilities and businesses must clearly display occupancy allowance at entrance to each venue or space.	所有場館、設施及商企 必須 在各入口處或各空間設有榜帖，清楚寫明入內人數的限額。
Consider also displaying information to your customers and staff about your COVID Safety Plan.	各商企應考慮向顧客及員工公佈內部「COVID 安全計劃」內容。
<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"> • 宣傳海報及標誌的範本可見於 COVID-19 網站. 中有關標誌及便覽一頁 • 商企應考慮在自己的網站或 Facebook 頁面上登載「COVID 安全計劃」的內容。
Calculating usable space	計算可用空間
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 .	使用每 4 平方米僅容一人規則的商企請參考一個幫助你計算的便覽資料，詳情可見於 COVID-19 網站 . 關於標誌及便覽一頁。
<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>在計算貴商舖內可容許有多少人時，你祇應算入可用空間。可用空間的意思是人們可以在裏面自由走動的空間，但不包括：</p> <ul style="list-style-type: none"> • 舞臺或類似區域， • 衛生間、更衣室及類似區域， • 設有固定裝置、配件及展覽物件的區域，以及 • 僅限員工進入的、或被封隔的、或不在使用中的區域。

Review and monitor	覆審及監控
<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"> • 本文概述了適用於行業內大多數或所有商企最有可能遇到的風險。你還應該考慮與自己的商鋪特別有關的風險，及防控這些風險。 • 定期審核你的計劃政策及程序，以確保它們仍然符合「首都區衛生部」(ACT Health)的最新指示。 • 確保商鋪內有一份「COVID 安全計劃」放著方便取閱。若有關合規及執法人員要求時，你必須能出示該計劃。計劃可以是電子版本的。
<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>未能按指示而行的商企可能會引遭重大處罰。</p> <p>有問題要問？要尋找在病毒安全的環境中營業方面的建議？請致電「坎培拉商務資源聯絡熱線」(Access Canberra Business Liaison Line)，號碼 (02) 6205 0900</p>
<p>Current as at 9 October 2020</p>	<p>2020 年 10 月 9 日仍然有效</p>

<p>Deliveries, contractors and visitors attending the premises</p>	<p>前往貴商鋪的送貨員、承包商及訪客</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"> • 若可行，向前來貴商鋪的送貨司機及其他承包商予以帶引，以使其與員工的近距離接觸最少化。 • 在可行的情況下，善用電子文本。若須簽名，可事先商討使用電子郵件確認，或以現場貨物照片作為貨物送抵證明。 • 確保有多個供應商，以保證時時都有足夠的潔手液、紙巾及消毒劑等。
<p>Additional Requirements – Galleries, Museums, National Institutions, and Historic Sites</p>	<p>額外規定 – 藝術廊、博物館、國家公共機構及歷史遺址</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>除通用的「COVID 安全計劃」外，藝術廊、博物館、國家公共機構及歷史遺址等還必須：</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"> • 藝術廊、博物館、國家公共機構及歷史遺址可開放營業，祇要場館內每 4 平方米不超過 1 人；亦可接待人數不超過 20 人的參觀團(導游不計)。 • 管控進、出口人流(分開出入口)。 • 分開參觀團的入場時間。 • 增加清潔被頻繁接觸的區域或物品，以及衛生設施。

Additional Requirements – Outdoor attractions and amusements	額外規定 -- 戶外景點及娛樂場
<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 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"> • 慎重管控場內進出人群。每一群人的人數不得超過 20 人，必須遵循社交疏距規則，各人之間保持 1.5 米。有人的空間內，每 4 平方米內祇應容有 1 人。 • 所有群組必須有監督安排，確保人人遵守疏遠規則，且不會聚成超過 20 人的人群。
Keep up to date on restrictions through the ACT COVID19 website: www.covid19.act.gov.au	利用「首都區 COVID19 網」及時獲悉最新限制規定: www.covid19.act.gov.au
The Safe Work Australia website: www.safeworkaustralia.gov.au/	「澳洲職業安全」(The Safe Work Australia) 網站: www.safeworkaustralia.gov.au/