|  |  |
| --- | --- |
| English | Chinese Simplified (Mandarin) |
| **GUIDELINES FOR YOUR COVID SAFETY PLAN** | **您的COVID安全计划指南** |
| Effective 2 December 2020 | 2020年12月2日生效 |
| **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： |
| * 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 | * 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 |
| * 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 | * 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 |
| For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to increase gatherings to more than 25 people. | 想要将聚集人数增加到超过25人的礼拜和宗教仪式场所需要制定 COVID 安全计划。 |
| **What is a COVID Safety Plan?** | **什么是COVID 安全计划？** |
| 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. | 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。 |
| **Templates** | **模板** |
| 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. | 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。 |
| 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. | 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。 |
| 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 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 | 该计划应包括这些指南中所列事宜的相关应对政策，包括：   * 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 |
| 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. | 部分行政区和部分行业的代表组织已经拟定了相关模板。  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。 |
| NSW COVID-safe business plans can be found on the [NSW Government Safe Business web page](https://www.nsw.gov.au/covid-19/covid-safe) | 可在[新南威尔士州政府的安全企业网页](https://www.nsw.gov.au/covid-19/covid-safe)找到新州COVID安全商业计划。 |
| Return to Play in a COVID Safe Environment Plan | 在COVID安全环境下重返运动场的计划 |
| 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. | 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 EnvironmentPlan）》，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。 |
| Visit the [Sports ACT website](https://www.sport.act.gov.au/about-us/covid19-news) to download the guidelines for developing a Return to Play in a COVID Safe Environment plan. | 访问[首都领地运动协会](https://www.sport.act.gov.au/about-us/covid19-news)（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。 |
| AIS Return to Sport Toolkit | 澳大利亚体育学院（AIS）重返运动场工具包 |
| Can be found on the [Sports Australia website](https://www.sportaus.gov.au/return-to-sport) | 可在[澳大利亚运动协会（Sports Australia）网站](https://www.sportaus.gov.au/return-to-sport)找到。 |
| **COVID Safety Plan for Adult Venues** | **成人场所的COVID安全计划** |
| 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](https://www.covid19.act.gov.au/business-and-work/strip-clubs,-brothels-and-escort-agencies#restriction). | 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](https://www.covid19.act.gov.au/business-and-work/strip-clubs,-brothels-and-escort-agencies#restriction)页面。 |
| **Your obligations** | **您的义务** |
| The ACT Public Health Directions requires all venues, facilities and businesses that are permitted to open to develop a COVID Safety Plan. | 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。 |
| Your COVID Safety Plan does not need to be submitted for approvalbut must be available to be produced on request by compliance and enforcement officers. | 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。 |
| 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。 |
| 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. | 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。 |
| 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](https://www.covid19.act.gov.au/business-and-work). | 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](https://www.covid19.act.gov.au/business-and-work)上找到。 |
| Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive. | 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。 |
| Completing a COVID Safety Plan does not replace your responsibilities under the *Work Health Safety Act2011* (ACT). | 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）》 [Work Health Safety Act 2011 (ACT)]* 中规定的您的责任。 |
| **Venue capacity and calculating usable space** | **入场人数上限和可用空间的计算** |
| 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 a venue wants to have more than 25 people, it can have one person per two square metres of usable space in each indoor and outdoor space (excluding staff) provided they are using the Check In CBR app for contact tracing purposes.  › If a venue is not using the Check In CBR app, they can have one person per four square metres of usable space indoors and one person per two square metres in outdoor space (excluding staff)  › Maximum of 500 people for each space | 所有企业应按照公共卫生指令（Public Health Direction）所列要求对场所容纳人数上限做出限制。  ›每个场所可在整个场所接待25人。  ›希望接待超过25人的场所可在每个室内和室外空间每2平方米可用空间接待一人 (不包括工作人员) ，前提是要使用Check In CBR应用程序签到，用于日后追踪接触者。  ›不使用Check In CBR应用程序签到的场所可在室内每4平方米可用空间接待一人，室外每2平方米可用空间接待一人 (不包括工作人员) 。  ›每个空间人数不得超过500人。 |
| You should refer to the fact sheet that assists you to calculate your the usable space for your business which can be found on the signs and factsheets section of the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) | 您应当查看[COVID-19网站](https://www.covid19.act.gov.au/signs-and-factsheets)“标记和资料页（signs and factsheets）”部分的资料页，帮您计算企业可用空间的面积。 |
| 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, and * Staff only areas and areas that are closed off or not being used. | 在计算场所可以接待人数上限时，您只应考虑可用空间的面积。可用空间是人们可在其中自由活动的空间，不包括以下区域：   * 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。 |
| **Physical distancing** | **确保肢体距离** |
| * All businesses and undertakings should implement physical distancing as outlined in the Public Health Directions. | * 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。 |
| * 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. | * 保证落实措施确保人与人之间恰当的肢体距离，包括让彼此不认识的人尽可能保持1.5米距离。 |
| * 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](https://www.covid19.act.gov.au/home). | * 欲了解如何在您的场所贯彻保持肢体距离措施的更多信息，请访问[COVID-19网站](https://www.covid19.act.gov.au/home)的“企业和工作（business and work）”部分。 |

|  |  |
| --- | --- |
| **Cleaning, Sanitising and Hygiene Activities** | **清洁、消毒和卫生活动** |
| * 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](https://www.skills.act.gov.au/Infection%20Control%20Training) * Checklists about keeping your workplace COVID safe can be found on the [Safework Australia website](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit) * For practical resources go to the signs and factsheets page on the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) | * 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的清洁消毒操作，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](https://www.skills.act.gov.au/Infection%20Control%20Training)。 * 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（SafeworkAustralia）网站](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit)找到。 * 想获得实用的资源，请访问[COVID-19网站](https://www.covid19.act.gov.au/signs-and-factsheets)的标识和资料页页面。 |
| **Managing staff or patrons/visitors presenting with illness** | **管理出现疾病症状的员工或顾客/访客** |
| * 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. | * 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。 |
| * 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](https://www.covid19.act.gov.au/business-and-work/economic-survival-package/families-and-households) * 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. | * 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](https://www.covid19.act.gov.au/business-and-work/economic-survival-package/families-and-households)。 * 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** |
| 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. | 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。 |
| **Collecting contact details** | **收集联络信息** |
| We understand the process of collecting information from every patron is time consuming. Fast access to accurate and complete records helps ACT Health to quickly alert people who may have been in contact with COVID-19 if required.Most people would now be aware of the requirements for businesses to request patrondetails for contact tracing, and patronshappy to oblige. | 我们知道向每位顾客收集信息是一项耗时的工作。尽快获得准确完整的记录能帮助首都领地卫生部在必要时迅速通知那些可能接触过COVID-19病毒的人。大多数人现在已经了解企业要询问客人联络信息用于追踪接触者，客人也愿意遵守规定。 |
| 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：** |
| * 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 | * 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 |
| * 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 25 people | * 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25人的礼拜场所 |
| 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. | 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。 |
| **Check In CBR required for those applying the one person per two square metre rule indoors** | **那些申请实施室内每人2平方米空间的场所需使用Check In CBR应用程序签到** |
| The Check In CBR app is a contactless, secure and convenient way for customers to sign into a Canberra venue. | Check in CBR应用程序让顾客可以在堪培拉的场所非接触式、安全便捷地进行签到。 |
| 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. | 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交由首都领地卫生部保存，以备必要时追踪接触者使用。 |
| When you register your business you will be provided a unique QR code unique, customers with the Check In CBR app simply scan the QR code and show your staff that they have successfully checked in. | 在您为企业注册报名时会分到一个独特的QR码。安装了Check In CBR应用程序的顾客只需扫描该QR码，并向您的员工展示他们已经成功签到即可。 |
| To find out more and register your business visit the Check In CBR page on the COVID-19 website. | 欲了解详情并为您的企业报名，请访问 COVID-19 网站的 Check In CBR 页面。 |
| **Electronic collection (preferred method)** | **收集信息的电子方式（推荐使用）** |
| Check In CBR is the preferred method of electronic collection and is a requirement for businesses applying the one person per two square metre rule indoors. | 我们推荐用Check in CBR应用程序作为收集信息的电子方式，实施室内每2平方米可用空间容纳一人规定的企业必须使用Check In CBR。 |
| Businesses collecting personal data via other electronic means (such as an iPad) must ensure systems are privacy compliant | 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保护隐私的规定。 |
| 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. | 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。应该由店内工作人员进行设备操作。 |
| Ensure passwords are regularly changed and your application protects data against unauthorised access. | 请确保密码经常更换，并确保您的应用程序能够保护数据不被擅自取用。 |
| **Paper-based collection** | **纸质方式收集信息** |
| Consider having a staff member requestingpatrons’ 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. | 请考虑安排一名工作人员在顾客到达时（或就座以后）询问收集顾客信息，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。 |
| **Compliance and enforcement** | **合规和执法** |
| 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 whoput the community at risk through serious or repeated breaches of the legal requirements and obligations. | 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。 |
| **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。 |
| * Templates for posters and signage are available on the signs and factsheets page of the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) * Consider placing your COVID Safety Plan on your website or Facebook page. | * 获得海报和标识的模板，请访问[COVID-19网站](https://www.covid19.act.gov.au/signs-and-factsheets)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 |
| **Review and monitor** | **审查和监控** |
| * 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 providedby 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. | * 本文件概述了可能适用于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。 |
| 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.** | 不遵守指令或将导致严重处罚。  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**。 |