







COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name: Shire of Wandering Administration Office

Agrees to the following safety requirements:

-  **Encourage COVID-19 vaccination**
-  **Maintain mandatory contact registration where required**
-  **Encourage physical distancing**
-  **Take steps to improve indoor ventilation**
-  **Maintain hygiene standards and conduct frequent cleaning and disinfection**
-  **Advise staff to stay home if unwell and get tested**

- 1** Refer to the **COVID Safety Guidelines** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2** Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3** The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4** Print and display the **COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Shire of Wandering	Prepared by:	Lisa Boddy
Type of premises:	Administration Office	Position title:	Customer Service Coordinator
Street address:	22 Watts Street, Wandering	Completion date:	6 May 2022
Contact no:	08 9884 1056	Revision date:	
Email:	reception@wandering.wa.gov.au		

* For the sections below, please complete the form and attach additional pages or information as required.

1. COVID-19 vaccination

- What will be done to comply with any mandatory vaccination requirements and encourage staff to access vaccines?

Mandatory vaccinations in the event of a lockdown, staff are encouraged to have the vaccine and provide proof for personnel files.

2. Contact registration

- What will be done to implement contact registration requirements as relevant to the premises?

Contract tracing is not required at this premise. If this becomes mandatory it will be implemented at our front counter as has been done previously.

3. Physical distancing

- What will be done to implement physical distancing principles?

There is currently no limit on maximum occupancy of the public area at the front counter. If this changes then signs will be put up to remind customers and physical distancing will be encouraged.

4. Ventilation

- What will be done to improve ventilation?

Adequate cleaning and maintenance of ventilation systems will take place, windows to be opened if required.

5. Hygiene

- How will you ensure required hygiene, cleaning and disinfection standards are maintained?

The cleaning staff will always be made aware of standards required, office staff will ensure the front counter and eftpos machine are wiped down regularly, as well as internal telephones and surfaces. Hand sanitiser available throughout the office and on the front counter. Signage placed in the bathrooms reminding staff how to wash hands correctly. Mask wearing will be enforced if it is a government request. Signage posted that unwell patrons are not to enter the building and an alternative method of customer service will be implemented.

6. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Staff training, posters, signage, reminders at staff meetings

7. Compliance

- I am aware of and comply with all relevant legal obligations arising from the **Emergency Management Act 2005** and the Directions made under that Act. I am also aware of and continue to comply with all other relevant existing legislation and regulation, including Worksafe legislation.

Yes No

Comments:

6. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?
- What are your plans in the event a worker returns a positive RAT or PCR test?

Staff that has/have tested positive are to go home immediately and remain there for seven days and self test. Only after the seven days and two negative RATs on consecutive days are they permitted to attend the workplace again. Other staff members who may have been exposed may remain on the premises and in accordance with current requirements are only required to perform a rapid antigen test if they become ill. The staff members work area will be cleaned and disinfected and also all other surfaces, phones, etc.



Shire of Wandering Administration Office

COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



**COVID-19
vaccination**



**Frequent cleaning
and disinfection**



Contact registers



Physical distancing



Ventilation



**Staying home when
unwell and get tested**

Prepared by:
Lisa Boddy

Date
6 May 2022

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**

WA.gov.au

We're all in this together.