

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: Anglican Parish of Mandurah has a maximum capacity of patrons and agrees to the following conditions:

- A strict limit of a minimum of 4sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- A maximum of 20 patrons per venue (excluding staff)
- Carefully manage waiting areas to ensure social distancing

- 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.

**We're all
in this
together.**

Premises details

Premises name:	Christ's Church Anglican Church, Mandurah	Prepared by:	Wendy Mabey
Type of premises:	Christ's Church Anglican Church, Mandurah	Position title:	Parishioner
Street address:	1 Sholl Street, Mandurah	Completion date:	14 May 2020
Contact no:	08 9535 6152	Revision date:	25 May 2020
Email:	churchoffice@anglicanchurchmandurah.org.au		

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

1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

Please see accompanying document for full details of these measures

2. Hygiene

• How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Please see accompanying document for full details of these measures

3. Staff training and education

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

Consider: mandatory training; records of training; additional education; signage; guidance material etc.

Please see accompanying document for full details of these measures

4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

Please see accompanying document for details

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

Please see accompanying document for full details of these measures



Premises name

Christ's Church Anglican Church, Mandurah

COVID Safety Plan Certificate

Welcome.

We can accommodate

Number:

20

patrons and agree to maintain the WA Government's safety measures



4sqm per person



Staff training



Frequent cleaning and disinfection



Contact tracing

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

We're all in this *together.*

Prepared by:

Wendy Mabey

Date

14 May 2020