

# Food and Licensed Venues

## 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.

Business name: Australian Professional Skills Institute

has a maximum capacity of Number: 300 patrons and agrees to the following Phase 4 safety requirements:

- A strict limit of a minimum of 2sqm per person
- Maintain physical distancing
- Maintain hygiene standards and conduct frequent cleaning
- Carefully manage shared spaces to ensure physical distancing

- 1 Refer to the **COVID Safety Guidelines: Food and Licensed Venues** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](http://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:	Australian Professional Skills In	Prepared by:	Liza Gomes
Type of premises:	Education and Training	Position title:	Managing Director
Street address:	40 Lord Street, East Perth	Completion date:	1 July 2021
Contact no:	(08) 63654386	Revision date:	15 August 2021
Email:	info@apsi.edu.au		

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

## 1. Physical distancing

### • What will be done to implement physical distancing guidelines?

**Consider:** physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

- providing training to all members of the team who are on duty for the event
- Display social distancing sign to maintain a physical distance of 1.5 metre
- minimising visitor congestion at the entrance by monitor the entrance flow of visitors and students
- limiting the number of visitors on the premises at 100 at any one time
- spacing all furniture and display booth in the courtyard open air areas
- stagger breaks to limit the number of staff in each booth
- encouraging all visitors to pre-register through the eventbrite QR code rather than walk in.

## 2. Hygiene

### • How will you ensure required hygiene standards are maintained?

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

- clean and disinfect the day before and on the day touched surfaces with detergent and disinfectant wipe/solution – using a cleaning detergent followed by a disinfectant, or a two-in-one product with cleaning and disinfecting properties
  - Display hand sanitizer stations at front and rear entrance
  - Display Safe WA register QR code at the entrance. All visitors must register first either via their phone or on paper before enter into the premises
  - Use of disposable containers and encourage all team members to provide their own drinking vessels and cutlery
- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting

### 3. 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.

All members of the function centre including trainers and students have undertaken infection-control training.

All training will be documented and include in APSI main staff register and student record

### 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, food businesses will continue to have obligations under existing food and liquor legislation, as well as WorkSafe legislation.

Yes  No

**Comments:**

Washing hands frequently with soap and water before and after eating, after going to the toilet and if hands are visibly dirty  
Frequent use of alcohol-based hand gel throughout the day – particularly after touching the bio lock (thumb scan) or alarm key-pads

Coughing/sneezing into a tissue or covering coughs and sneezes with elbows and not hands

Avoiding unnecessary contact with others

### 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.

If a member of the staff or visitor tests positive to COVID-19, APSI will:

- contact the local public health unit and follow their advice
- follow the direction of the local public health unit regarding cleaning of the practice
- ensure the team member does not return to office until they meet the criteria for release from isolation, and as instructed by the local public health unit
- assist the local public health unit in contact tracing by providing records of all visitors and exhibitors, team members who have attended the event during the period in which the team member was potentially infectious (as defined by the local public health unit).



Premises name:

Australian Professional Skills Institute

# COVID Safety Plan Certificate:

## Food and Licensed Venues

**Welcome.**

Number:

**300**

**We can accommodate patrons and agree to maintain the WA Government's safety measures**



**2sqm per person**



**Frequent cleaning and disinfection**

**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:

**Liza Gomes**

Date:

**1 July 2021**