

# COVID Management Plan TEMPLATE

## Definition of a COVID Management Plan

A COVID Management Plan is a unique and comprehensive plan that must be specific to your venue or activity. The plan sets out how a high-risk activity will be managed to reduce the risk of transmission of COVID-19 between patrons/attendees and staff.

High risk public activities that require a COVID Management Plan include:

- > Gatherings and activities of more than 1,000 people.
- > Licenced premises under *the Liquor Licencing Act 1997* where
  - o both dancing and the consumption of liquor occurs.
  - o the principle purpose of the premise is for the consumption of liquor, the playing of loud, amplified music and dancing.
  - o entertainment of a sexually explicit nature may be a provided under a condition of the relevant license.

## When a COVID Management Plan is required

It is important that you familiarise yourself with the current Emergency Management Direction on Public Activities. This can be obtained from [www.Covid-19.sa.gov.au](http://www.Covid-19.sa.gov.au).

The table below provides guidance on when a COVID Management Plan and/or a COVID-Safe Plan will be required. If you already have a COVID-Safe Plan in place, it should be submitted together with your COVID Management Plan. A COVID-Safe Plan can be obtained from ([www.Covid-19.sa.gov.au](http://www.Covid-19.sa.gov.au)).

Defined public activities for under 1000 people	COVID-Safe Plan
Venues/Activities with no drinking of liquor or dancing	COVID-Safe Plan
Venues/Activities with dancing but no drinking of liquor	COVID-Safe Plan
Venues/Activities with drinking of liquor and dancing	COVID Management Plan
Venues/Activities with drinking of liquor and dancing that has multiple vendors	COVID Management Plan for the event/activity <b>and</b> a COVID-Safe Plan for each vendor.
Venues where there is entertainment of sexually explicit nature, under section 105 (6) of the <i>Liquor Licencing Act 1997</i> .	COVID Management Plan
Activities, events, gatherings with over 1000 people	COVID Management Plan
Activities, events, gatherings with over 1000 people that has multiple individual vendors	COVID Management Plan for the event/activity, <b>and</b> a COVID-Safe Plan for each vendor.

The responsibility for the implementation of, and any amendments to your approved COVID Management Plan will belong to the Venue Owner/Event Coordinator.

## Guidance for your COVID Management Plan

Detailed guidance on how to develop your COVID Management Plan can be downloaded from [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au).

### Section 1: COVID Management Plan Information

#### Contact Information

The COVID Management Plan must be submitted by all individuals or organisations that own, operate or host defined High Risk Public Activities.

<b>Registered company/business name</b>	<Registered company/entity name>
<b>Trading company/business name</b>	
<b>ABN</b>	
<b>Venue Owner / Event Coordinator name</b>	<Must include Name, and Title>
<b>Contact details of Venue Owner/Event Coordinator</b>	<Must include phone number and email address>
<b>COVID Marshal Name/ Date training completed</b>	<Provide a copy of training record>
<b>Liquor license</b>	<Licence type (if any)> <Licence number (if any)> <Licence capacity (if any)>

## Venue /Activity Information

<b>Venue / Event/ Activity name:</b>	
<b>Location of venue/event/ activity:</b>	<Address where activity will be held>
<b>Date of event/activity:</b>	
<b>Duration of the activity:</b>	<Opening hours and days of operation>
<b>Total venue/event/activity floor square metres:</b>	<Includes public, staff and external access areas/curtilage>
<b>Total venue/event/activity publicly accessible floor square metres:</b>	<Includes publicly accessible areas only both indoors and/or outdoors>
<b>Maximum number of attendees at capacity:</b>	<This is number the maximum number your venue or activity can cater for. It will be considered in assessing your density and distancing controls.>
<b>Requested maximum number of attendees for the venue/activity:</b>	<This does not include people employed or engaged to work or undertaking official duties>
<b>Break down of room/area:</b>	<Provide area in square meters for each room/area and maximum capacity (number of people) for each room/area of the venue>
<b>Detail description of the activity:</b>	<Please include information on all activities undertaken on site including dining, dancing, sport, type of entertainment etc. You must also consider the risk factors and describe your activity in this manner. For example, will alcohol be served, will it be indoor, outdoors or both? Will patrons be seated or standing, will the activity include sharing equipment or objects?>

## Section 2: Application of Density and Distancing principles to all accessible areas

Your COVID Management Plan must apply the following infection control principles for both staff/volunteers and patrons/attendees:

- > **Density:** The maximum number of members of the public in any single room or enclosed area must not exceed 1 person per 2 square metres.
- > **Distancing:** Endeavour to ensure individuals and social groups maintain a distance of 1.5 metres apart.

Accessible areas include the following:

Functional space	Examples
<b>Publicly accessible areas</b>	Dining areas, bar access areas, dance floors, public toilets, corridors, lobby areas, waiting areas (including line up space), entry and exit points.
<b>Shared external facilities including accessing transportation</b>	Car parking for staff and members of the public, lawns, play equipment or amusement rides. Access to free-flowing transportation such as cars, buses, taxis.

The **Guidance for a COVID Management Plan** may assist in providing you with some potential solutions that may be appropriate.

Please outline below how you will manage people density and social distancing during your activity.

### 2.1 Publicly accessible areas

- How will you ensure each rooms' capacity is not exceeded including restroom/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces e.g. Bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit e.g. line-ups, street congregations?

Density:

Distancing:

### 2.2 Staff facilities and service areas

- How will you protect your staff and volunteers from the potential transmission of COVID-19?
- How will you ensure each rooms' capacity is not exceeded including restroom/toilets?

Density:

Distancing:

<b>2.3 Shared external facilities, including accessing transportation</b>
<ul style="list-style-type: none"><li>• For large events: How will you avoid crowding on transport to and from the events (including car parks)?</li><li>• How will you manage distancing in open areas such as lawned areas, lobby areas, designated smoking areas?</li></ul>
Density:
Distancing:
<b>2.4 Other: &lt;Venue Manager/Event Coordinator to specify&gt;</b>
Density:
Distancing:

## Section 3: Process for contact tracing

Your COVID Management Plan must address the third infection control principle of contact tracing.

- > **Contact Tracing:** Contact tracing records must be gathered and retained for each patron/attendee in the event of a positive COVID-19 test result either by staff or patrons. Contact tracing must obtain a full name, contact number and/or email address.

**Please outline below the process you put in place to ensure each patron/attendee provides their contact details to enable contact tracing.**

### 3.1 Contact tracing

- Where will details be recorded?
- How will you ensure security and privacy of data?
- For specific activities, entry and exit times would be helpful for contact tracing. This will enable SA Health to locate people more quickly, rather than contact tracing all activity participants which will take longer.

Process details:

## Section 4: Application of Operational Control Standards

Your COVID Management Plan must address each of the following five Operational Control Standards.

Operational Control Standards	Requirement
<b>Staff and patron health and wellbeing</b>	Patrons/attendees and staff must actively declare that they are well and symptom free.
<b>Hygiene and cleaning</b>	Operators must minimise surface contamination, encourage personal hygiene, and use cleaning products that include detergent or disinfectant.
<b>Public health education/information</b>	Staff and patrons/attendees understand and are responsible for their personal distancing and hygiene practices, they are educated on the potential risks of certain behaviours and understand the event/venues COVID Management requirements.
<b>Food and beverage service</b>	Operators must take steps to minimise the risk of transmission in the preparation and serving of food and beverages. Operators must take steps to minimise the risk of transmission in the preparation and serving of food and beverages. They must also ensure that the consumption of food and beverages (Including alcohol) is served in compliance with the Emergency Management (Public Activities) (CVOID-19) Direction.
<b>Non-compliance and incident management</b>	Operators must detail how they will deal with patron/attendee/staff non-compliance, and incidents that may occur during the course of business/the event.



The *Guidance for a COVID Management Plan* may assist in providing you with some potential solutions that may be appropriate.

**Please outline below what measures you will take to implement these operational control measures.**

<p><b>4.1 Staff and patron health and wellbeing</b></p> <ul style="list-style-type: none"> <li>• How will you gain staff and patrons declaration of wellbeing?</li> <li>• Will each staff member and patron be questioned on arrival?</li> <li>• How will you provide evidence of the health declaration?</li> <li>• How will you ensure that sick staff stay home?</li> </ul>
<p>Details:</p>
<p><b>4.2 Hygiene and cleaning</b></p> <ul style="list-style-type: none"> <li>• What strategies will you use to minimise surface contamination? How often will high touch surfaces be cleaned?</li> <li>• How will you encourage personal hygiene measures (e.g. cough etiquette, hand washing)?</li> <li>• How will you ensure your cleaning materials/products to include detergent and/or disinfectant?</li> <li>• Will cleaning be performed during opening hours?</li> <li>• Please provide a copy of the cleaning schedule.</li> </ul>
<p>Details:</p>
<p><b>4.3 Public health education/information</b></p> <ul style="list-style-type: none"> <li>• Will you display signage to communicate infection control messages to the public?</li> <li>• What communication will be provided prior to, or upon entry for all patrons?</li> <li>• How will you communicate the risks around certain behaviours (e.g. intimate personal behaviours, sharing drinks)?</li> </ul>
<p>Details:</p>

**4.4 Food and beverage service**

- Are you compliant with the food safety standards?
- What infection control measures will you have in place regarding preparation and serving of food and beverages?
- How will you manage the flow of food and beverage service (e.g. queueing for food service)?

Details:

**4.5 Non-compliance and incident management**

- What will your approach be in the event of:
  - Non-compliance with distancing.
  - Non-disclosure of contact tracing details.
  - Non-disclosure of symptoms.
  - A disturbance between patrons.
  - A health-related incident.
  - Exposure or suspected exposure to COVID -19.
- How will you make your non-compliance and incident management information publicly available?

Details:

## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVID Management Plan.

This could include, but not be limited to:

- > Floor Plans
- > Photos
- > Existing and/or new COVID-Safe Plans
- > Liquor licensing plan – as in map of area covered
- > Cleaning schedule
- > Existing COVID Plan (if relevant)

## Section 6: Declaration

I have supplied the following information to outline how I will ensure that patrons/attendees, volunteers, and staff safety will be maintained during the course of business. I will implement these measures to ensure my operations are COVID Safe to reduce the risk of transmission of COVID-19.

<b>Full name and position title</b>	
<b>Signature</b>	
<b>Date</b>	

### For more information

SA COVID-19 Information line 1800 253 787

[sahealth.sa.gov.au/COVID2019](https://sahealth.sa.gov.au/COVID2019)

[covid-19.sa.gov.au](https://covid-19.sa.gov.au)

Health Regulation and Protection  
Department for Health and Wellbeing  
SA Health, Government of South Australia

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