

## COVID-SAFE PLAN – 14 April 2022

Business name:

*Ingle Farm Library - City of Salisbury*



is aware of current infection control and precautionary measures as recommended by health authorities and set out in this plan



agrees to comply with general and specific obligations under current Emergency Management Directions



this COVID-Safe Plan is available on-site

### Venue areas

Name	Size (in m <sup>2</sup> )
library	579

## COVID-SAFE PLAN – 14 April 2022

Summary	
<b>Name of business</b>	Ingle Farm Library - City of Salisbury
<b>Business or activity</b>	Entertainment (standing) (galleries, museums)
<b>Address of business or activity</b>	58 BEOVICH ROAD INGLE FARM SOUTH AUSTRALIA 5098
<b>Owner or Operator name</b>	Natalie Cooper
<b>Plan completed by</b>	Natalie Cooper
<b>Contact phone</b>	0466546307
<b>Contact email</b>	ncooper@salisbury.sa.gov.au
<b>Is this plan for a one-off event or activity?</b>	No

## Obligations

### General principles

#### Contact tracing with approved contact tracing system

Contact tracing using an approved contact tracing system must be carried out at any Prescribed Place. A Prescribed Place is defined as:

- a. a disability care facility;
- b. a public or private hospital
- c. a residential aged care facility

#### COVID-Safe Plan

- A COVID-Safe Plan must be submitted by all individuals or organisations that own, operate or host Defined Public Activities, as outlined by the Emergency Management (Public Activities) (COVID-19) Direction.
- The plan must be produced on request from an authorised officer.

#### Capacity limits

- No more than 1,000 people are allowed on site at any one time. To be allowed to have more than 1,000 people on-site, you will need to prepare a dedicated COVID Management Plan and have this approved by SA Health.
- **Note:** a lower capacity limit may apply based on your activity type or the square metres available on site.

#### COVID Marshals (if relevant)

- COVID Marshals are required for events that require a COVID Management Plan. Refer to your COVID Management Plan for further details.

I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000



## Recommendations

### General

#### Physical distancing

- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) requirements.
- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.

- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible.
- Minimise mixing between separate rooms or groups of people as much as possible.
- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).
- Consider placing floor or wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.
- Consider limiting the duration of the activity to 2 hours or less where possible.
- Encourage and support downloading of COVID-Safe App.

#### **Contact tracing with approved contact tracing system**

Where relevant:

- To set up your COVID-Safe Check-in station(s), all you have to do is print the QR code provided in this Plan, and make it available onsite.
- It is recommended to make your QR code available on various locations, for example on each table, in a central area, near a service area, or near your entrance.
- When choosing the best place, please make sure you do not create bottlenecks/queues.
- You as the business owner/operator or person in charge of your activity are legally required to make QR code check-in available and encourage its use, and all people attending your venue - even if very briefly - are required to use it to check in as soon as practical upon entry. This includes attendees, patrons, contractors, staff, couriers/delivery drivers, take-away only patrons, and so forth.
- The requirement for attendees to check in as soon as practical upon entry can be met in several ways. For example, patrons can check in once they have taken their seat at a restaurant or café via a QR code on their table, quickly check in at the door if there is no queue, or use QR codes located further into the business to avoid people congregating at the door.
- The data collected in this way is stored in a highly secure way, and can only be used by SA Health for contact tracing purposes. The data will be kept only for 28 days.
- To prevent your QR codes from getting damaged easily, you may wish to laminate the page they are printed on. This will not affect their usability.
- Please only use the QR code provided in your plan, as this is linked to your venue/place of your activity.
- You, as well as authorised officers, are allowed to ask attendees attending your venue or activity to provide evidence of having checked in by showing the confirmation text message on their phone.
- To comply with the requirement to keep your back-up contact tracing records (paper or similar) in a way that reduces the risk of them being copied, photographed, taken or used by any person other than an authorised officer, you can:

- Place your sign-in sheets in plain view of staff, or have individual check-in slips available that attendees can put into a secure tin or box.
- Ensure that any copies are kept safe and secure, and away from the general public.
- Ensure that you regularly remove sign-in logs and store them safely for 28 days.
- To ensure checking in is also possible for people with a disability, special needs or from a culturally or linguistically diverse background, you may want to consider:
  - Also printing a bigger version of your QR Code (on A3 paper)
  - Providing multiple copies of your QR codes, including both on shoulder height and at 1 metre from the ground
  - Printing your QR code page in colour
- If you have to install a separate, unique QR code for an event (this is required for a private function, for example), please make sure you list the date of the event in the name of your COVID-Safe Plan, and please make sure the QR code is removed and no longer used after the event has ended.

#### **Staff**

- Staff should stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not cross over to reduce the risk of transmission.
- Consider how you will minimise contact between staff and site visitors such as delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan, such as COVID awareness training, COVID Marshal training, a COVID cleaning course or other training courses.
- Where relevant, please note that everyone attending your premises or activity should use COVID-SAFE Check-In. This includes staff.

#### **Ready for business**

- Print or download your COVID-Safe Plan.
- Print and display COVID-Safe materials (such as signage/posters on hygiene, physical distancing).
- Ensure all staff are aware of this plan and the requirements that are relevant to them.
- Review obligations under existing legislation and regulation which will continue to apply.
- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create new safety or security risks.

#### **COVID Marshals**

- COVID Marshal training courses prescribed by SA Health are available online at no cost. Visit [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au) for more information.
- Owners, operators or people effectively in charge of a business or activity are legally responsible for the overall compliance with their COVID-Safe Plan or COVID Management Plan. This includes responsibility for their COVID Marshal(s) and other staff.

- COVID Marshals are not legally responsible for a venue's overall compliance or for the behaviour of individual patrons. Instead, they have a duty to their employer/person in charge of the activity to perform their role as COVID Marshal to the best of their abilities.
- COVID Marshals must be familiar with their business or activity's COVID-Safe or COVID Management Plan. Owners, operators or people effectively in charge of a business or activity should provide a copy of their Plan to their COVID Marshal(s) and discuss the Plan and its implementation with them. This gives COVID Marshals the information they need to take reasonable action to ensure staff, patrons and other people comply with the Plan and the rules and restrictions in it.
- Beyond the mandatory requirements around age and training, it is recommended that people nominated as COVID Marshals have good customer service, people and communication skills, a solid knowledge of the business or activity's operations, and sufficient experience and authority among staff to supervise and give limited directions.

**I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe**



## Standing entertainment (galleries, museums, etc)

### Physical distancing

- Any entertainers providing live entertainment should comply with the physical distancing principle in relation to attending members of the public.
- Monitor physical distancing by members of the public around exhibits.
- Monitor and prevent potential bottlenecks in areas.

### Hygiene

- Provide hand sanitiser at interactive exhibits (particularly those involving shared/touched objects or physical contact); undertake frequent cleaning.

**I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe**



## Notes (optional, for use by owner/operator)