

COVID-SAFE PLAN

A guide to completing the COVID-Safe plan for your site

Emergency Directive No 14 became effective from 1 December 2020 and requires each healthcare site to complete a COVID-Safe plan.

A COVID-Safe plan is a list of measures designed to keep staff and visitors safe and minimise the risk of spreading COVID-19.

This guide is designed to assist site contacts to prepare a COVID-safe plans to ensure CALHN complies with Directive 14. It provides prompts as to what you need to include in each section. The plan should take no longer than 10 minutes to complete.

Completing the COVID-Safe plan

There are six elements of the [COVID-Safe plan](#).

1. Business or activity
2. Venue capacity
3. Obligations
4. Recommendations
5. Review
6. Receipt

1. Business or activity

Business or activity details

- Under **Name of business or organisation** enter CALHN, then site specific details. i.e. CALHN HRC/CALHN Glenside/CALHN Sefton Park.
- Under **Select your business or activity/ activities (select all activities conducted as part of that site's operations)** enter one or more of the activities that are relevant to your specific CALHN site.
- These may include:
 - o Hospitality (food/kiosk outlets)
 - o Health or residential care, disability support or aged care services
 - o Indoor physical recreation and fitness (i.e gyms)
 - o Indoor public meetings (i.e hosts of external groups)

Business or organisation details

- Under the **Address of business** enter the site address.
- Under **Owner or operator (first name and last name)** enter Lesley Dwyer as Chief Executive Officer.
- Under **Your contact details** enter your first name, last name, phone & email as the contact for this specific site.



Government
of South Australia

Health

Central Adelaide
Local Health Network

2. Venue capacity

Venue areas

Enter N/A in the short description box as this is not applicable to health facilities.

3. Obligations

General principles

- Tick the acknowledgement box associated with the below statement under each activity. The statements reflect what you have entered under activities in the section 1.
- The statement is 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.
- This section lists the general obligations as they relate to contact tracing, density, distancing, COVID-safe plans, capacity limits and COVID Marshals. COVID-19 Marshals are already in place in areas (such as food courts) where they are needed.
- A **CALHN managers COVID-safe checklist** has been developed and will be distributed to all managers to complete. The checklist is a guide to ensure our CALHN sites comply with obligations under Sections 3 and 4 of the COVID Safe Plan.

4. Recommendations

General principles

- Tick the box that acknowledges the obligations and note the following statement on behalf of that site:

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

- This section documents the general principles as they relate to physical distancing, contact tracing with approved contact tracing system, use of facemasks, hygiene, staff, ready for business, response planning, covid Marshals.

Refer to the **CALHN Managers COVID-safe checklist**.

5. Review

- You can review the content you have entered and make any changes required before you submit your plan.
- Once you are happy with the content, submit your plan.

6. Receipt

- Once you have submitted your plan you will see this screen.



Next steps

- Download the COVID-Safe Plan.
- Email the plan to the Network Incident Command Centre CALHN.NICC@sa.gov.au with your contact details. **Please RENAME the PDF file with “Your site - Covid Safe Plan – date – receipt”**. Eg. “Donate Life – Covid Safe Plan – 1 December 2020 – 903958”.
- Print the QR code within the plan and place it at all entrances in line with your screening processes.
- Information will be sent to all staff about the need to scan the QR code however given the diversity of each site, there is a need for local conversations with staff to ensure all staff are aware of the local approach.
- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create safety or security risks.
- If you need additional signage or posters relating to hand hygiene, physical distancing and mask wearing visit the [CALHN COVID-19 portal](#) and look for the heading posters and patient resources. You can also contact healthCALHNcommunications@sa.gov.au for assistance.

Advice and questions

If you have any questions please contact the Network Incident Command Centre on 7074 0720.