

COVID-SAFE PLAN

CALHN Managers checklist

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 includes a list of measures designed to keep staff and visitors safe and minimise the risk of spreading COVID-19.

Once the COVID-Safe plan has been submitted for each site, managers are asked to complete the below checklist to ensure your workspace and site complies with obligations under Sections 3 and 4 of the COVID-19 Safe plan.

Tracing

- Is there an approved contact tracing system (QR code) at your site? (The QR code can be found in your site's COVID-safe plan).
- Are the QR codes displayed at various locations on approach to the site to ensure ALL staff and visitors check-in?
- Is there a back-up attendance record system for those who don't have a smart phone? Have you identified who this needs to be submitted to at the close of business? *The [SA Government has a template](#) that captures the relevant details. Records must be kept for 28 days and be able to be produced for inspection at the request of an authorised officer.*

Density

- Indoors: Are there measures in place (eg signage) to ensure the maximum number of people per separate indoor room does not exceed 1 person per 4 square metres of publicly accessible space?
- Outdoors: Are there measures in place (eg signage) to ensure the maximum number of people per outdoor area does not exceed 1 person per 2 square metres of publicly accessible space?

Distancing

- Are measures in place to encourage people to maintain physical distancing of 1.5 metres? This includes:
 - Between groups within each room
 - At entry and exit points
 - Areas of queuing
- Are desks and meeting rooms set out to comply with physical distancing (1.5m separation) and density requirements (1 person per 4 square metres)?
- Are there dedicated separate entry and exit doors from separate rooms, and pathways to encourage one-way traffic where possible?
- Are there floor or wall signs to identify 1.5 metres distance between people, particularly for queues and waiting areas?

Hygiene

- Are level 1 surgical masks available to all staff, visitors and contractors who enter the site? They mandatory in healthcare sites in any area with other people.
- Does frequent cleaning and disinfection of touch points occur?
- Is hand sanitiser available?

Please contact the Network Incident Command Centre via CALHN.NICC@sa.gov.au if you need further advice.



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