

Phase 5 COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name: **Kariyarra Aboriginal Corp PBC**

Agrees to the following safety requirements:

- Maintain mandatory contact registration**
- 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** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.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.

Premises details

Premises name:	Kariyarra Aboriginal Corp PBC	Prepared by:	Lisa Jenkins
Type of premises:	office building	Position title:	Office Manager
Street address:	23 Hamilton Road Sth Hedland	Completion date:	29/06/21
Contact no:	044337834	Revision date:	29/09/21
Email:	admin@kariyarra.com.au		

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

1. Contact registration

• What will be done to implement contact registration requirements?

Consider: legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

Contact Register at reception desk for all visitors;
Contact Register at conference room entrance;
Registration records to be scanned, filed under COVID 19 / 21 folder in the shared folder;
Registration hard copy records to be filed in Office Managers office under labelled folder COVID 19 / 21; and
Receptionist to ensure the contact registration is completed and is legible.

2. Physical distancing

• What will be done to implement physical distancing principles?

Consider: physical distancing for staff and patrons; management of waiting areas etc.

Reception area floor to be marked with X to show visitors safe distance to stand;
Tape line in front of reception desk to ensure visitors are aware of the requirement to stand away from counter;
Remove chairs from front reception ;
Physical distancing signage in the reception area, ensure signage targets our Aboriginal clientele; and
Receptionist to ensure these procedures are followed.

3. Hygiene

• How will you ensure required hygiene standards are maintained?

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

Supply of sanitiser in all populated areas;
Hand wipes are available;
Disposable masks are available;
Rubbish bins are supplied in these areas;
Hygiene posters are displayed in all areas of the office; and
Encourage all staff and visitors to observe the hygiene protocols and practices.

4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

Discussions at Wednesday staff meetings;
Signage will be kept up to date by referring to the WA GOV AU website regularly;
Guidance material for staff such as COVID facts sheets will be circulated;
Compile a contact list in the event of exposure;
Inform WA Local public health authorities, Hospital and WA Police; and
Engage COVID cleaning specialists as required.

5. 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, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

The Corporation takes COVID compliance seriously as our clientele are in the High Risk category and all efforts will be made to ensure that any exposure is kept to an absolute minimum including travel to Mugarinya Aboriginal Community as well as individual homes in Port and South Hedland.

6. 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.

Contact people that have completed the Contact Register plus their immediate family members;
Contact the relevant authorities - WA Local public health authorities, WA Police, hospital, doctors;
Immediately COVID cleaning specialists;
Contact Directors - request for all immediate family members to be contacted;
Signage to advise of office closure until cleaned and quarantine is completed and is safe to return to work; and
Review the situation and outcome of procedures that were followed, update if required to make changes to current procedures.



Premises name:

Kariyarra Aboriginal Corporation PBC

Phase 5 COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



Contact registers



Physical distancing



Frequent cleaning and disinfection



Manage shared spaces

Prepared by:

Lisa Jenkins

Date

29/06/21

We're doing our part to help keep you safe. Please respect the rules and our staff.