

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **Tweed Cottage (Bridgetown WA)** has a maximum capacity of **Number: 7** patrons and agrees to the following conditions:

- A strict limit of a minimum of 4sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- A maximum of 20 patrons per venue (excluding staff)
- Carefully manage waiting areas to ensure social 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.

**We're all
in this
together.**

Premises details

Premises name:	Tweed Cottage	Prepared by:	J Musgrave
Type of premises:	Holiday Cottage	Position title:	Owner/Manager
Street address:	31 Tweed Rd Bridgetown WA	Completion date:	27 May 2020
Contact no:	0410 499 464	Revision date:	
Email:	TweedCottage@Winthropdc.co		

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

1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

Overnight occupancy is limited to 7 people.

No more than 16 people can be inside the cottage at any one time.

Guests will be responsible for following State and Federal Government COVID 19 Regulations that are in place during their stay at Tweed Cottage.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

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

The cottage will be cleaned and sanitized thoroughly between guests, with a focus on high-touch areas such as light switches, taps and handles. Cleaning staff will be provided with appropriate cleaning product and protective equipment.

There will be a minimum 48hr vacancy between guests, with the windows open when weather permits.

Cleaning products such as detergent, surface sprays, and soap, will be available for guests to use. Guests should contact Tweed Cottage if they become unwell with COVID 19 symptoms during their stay or within 14 days of vacating. Guests unwell immediately prior to their stay should rebook.

3. Staff training and education

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

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

AHA Hospitality & Tourism COVID 19 Hygiene Officer certified.

Cleaning staff to complete AHA Hospitality & Tourism COVID 19 Hygiene Training.

Environmental Cleaning in the Workplace Fact Sheet to be put inside the staff cupboard.

Hand washing signage to be placed in the bathroom.

4. 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:

5. 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.

In the event that a guest is suspected of having COVID 19 during their visit to Tweed Cottage, or diagnosed within 14 days of their stay, the 5 point safety plan outlined in the COVID Safety Plan Guidelines will be followed: keep others away from the infected person, seek advice and assess risk from individual and government health services, ensure the individual has safe transport home where they can isolate, or to a medical facility if needed, clean and disinfect, and notify public health. Contact any guests that have stayed at the cottage after, and immediately prior to the exposure, and cancel any upcoming bookings until the cottage can be adequately disinfected.

(Contacts are recorded on the booking system)

Contact details for Bridgetown Hospital to be displayed at the cottage.



Premises name

Tweed Cottage (Bridgetown WA)

COVID Safety Plan Certificate

Welcome.

We can accommodate

Number:

7

patrons and agree to maintain the WA Government's safety measures



4sqm per person



Staff training



Frequent cleaning and disinfection



Contact tracing

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

We're all in this *together.*

Prepared by:

J Musgrave

Date

27 May 2020