

## COVID-SAFE PLAN – 28 December 2021

Business name:

*Boutique Bread*



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

**Note:** lower capacity limits may apply to you as a consequence of existing regulation, legislation or licensing arrangements.  
The above figures only outline how many people you can accommodate per room/area while observing your density requirement.

## COVID-SAFE PLAN – 28 December 2021

Summary	
<b>Name of business</b>	Boutique Bread
<b>Business or activity</b>	General retail (other than supermarkets and hardware stores)
<b>Address of business or activity</b>	3 3A NEWCASTLE CRESCENT CAVAN SOUTH AUSTRALIA 5094
<b>Owner or Operator name</b>	Brad Margetts
<b>Plan completed by</b>	Brad Margetts
<b>Contact phone</b>	0417891863
<b>Contact email</b>	brad@boutiquebread.com.au
<b>Is this plan for a one-off event or activity?</b>	

## Unrestricted Places

The following organisation/business types are unrestricted however must comply with mask requirements:

Residential premises, retail premises, airports, medical or health service facilities, courts and tribunals, council meeting, hotel, motel or other accommodation facility, any place at which emergency services are being provided, workplaces not frequented by members of the public, schools, universities and other educational institutions or a childcare facility, public transport facilities such as stations, platforms and stops, thoroughfares and other places members of the public transit through, Parliament and Government House, places specified as unrestricted places, in writing, by the State Co-ordinator or an authorised officer.

Contact tracing applies to the following organisation/business types:

Residential premises, airports, medical or health service facilities, courts and tribunals, council meeting, hotel, motel or other accommodation facility, Parliament and Government House, places specified as unrestricted places, in writing, by the State Co-ordinator or an authorised officer.

## Vaccination – Condition of Entry and Approved Signage

Some places have a mandatory requirement for vaccination as a condition of entry.

Other businesses/organisations can self-elect to require vaccination as a condition of entry. In this instance, businesses can take reasonable steps to validate a person's vaccination status in accordance with their conditions of entry. This includes:

- Approved signage which you can access at <https://www.covid-19.sa.gov.au/emergency-declarations/places> from the 28th December.
- Having SA Government QR codes clearly visible and accessible
- Having means to check and accept all valid forms of the vaccination certificate

Staff have the authority to request evidence of the vaccination status of all people entering the premises.

Acceptable forms of evidence of vaccination status can be found on [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au)

## Obligations

### General principles

#### Density, Dancing and Singing Requirements

	Fully Vaccinated	Not Fully Vaccinated
<b>Residential Premises</b>	<ul style="list-style-type: none"> <li>No restrictions</li> </ul>	
<b>Indoor Places</b> Other than Unrestricted Places (see below), Nightclubs, Indoor Fitness	<ul style="list-style-type: none"> <li><b>Seated:</b> no density requirements</li> <li><b>Standing:</b> 3 people per 4 square metres</li> <li><b>Mix of seated and standing:</b> 3 people per 4 square metre requirement</li> <li>Places permitting <b>dancing and singing</b>, 3 people per 4 square metres</li> </ul>	<ul style="list-style-type: none"> <li>Seated food and beverage consumption</li> <li>No dancing or singing</li> <li>3 people per 4 square metres in all areas</li> </ul>
<b>Nightclubs</b>	<ul style="list-style-type: none"> <li>1 person per 2 square metres</li> </ul>	<ul style="list-style-type: none"> <li>Unable to operate</li> </ul>
<b>Indoor Fitness</b> Gyms, yoga, dance, pilates, bootcamps, group fitness, swimming	<ul style="list-style-type: none"> <li>1 person per 2 square metres</li> </ul>	<ul style="list-style-type: none"> <li>1 person per 4 square metres</li> </ul>

#### COVID-Safe Plan

- A COVID-Safe Plan is required for indoor places, nightclubs, and indoor fitness as outlined by the South Australian Emergency Management (Places) (COVID-19) Direction 2021.

#### Contact tracing

- You must put in place and operate an approved contact tracing system at your venue or activity (other than Unrestricted Places).
- This means either the QR Code provided in this plan (COVID-SAFE Check-In), or another electronic platform approved by the State Coordinator. You are not allowed to use any different option.
- People attending your venue or activity must check in using the approved contact tracing system you have put in place (unless they are genuinely unable, for example if they do not have a smartphone).
- They must do so as soon as practical upon entry to your premises.

- If using COVID-Safe Check-In, you must print and make the QR Code provided in this COVID-Safe Plan available onsite to allow people attending your venue or activity to check in. Where relevant, include conditions of entry signage.
- You should have a different type of attendance record available for people attending your venue that are truly unable to use COVID-Safe Check-in (that is, as a back-up option - this refers to printed, paper contact tracing records, for example).
  - These records must then include each person's contact details, and the time and date of attendance.
  - They must be produced for inspection at the request of an authorised officer.
  - It is prohibited to use these records for any other purpose than for COVID-19 contact tracing.
  - They can be physical or digital records.
  - They may not be copied, photographed, taken, or used by anyone else than you or an authorised officer.
  - They must be kept in a way that reduces the risk of them being copied, photographed, taken or used by any person other than an authorised officer

#### General obligations - density

- If a room or area is used only for a seated activity, then the maximum number of members of the public per separate room or area must not exceed 3 persons per 4 square metres of publicly accessible space.
- If a room or area is used for a standing activity or a mix of seated and standing activities, then the maximum number of members of the public per separate room or area must not exceed 1 person per 2 square metres of publicly accessible space.
- This COVID-Safe Plan has automatically applied the density rule that is most applicable to your business or activity. However, in some instances, you may need to manually amend your capacity. This is because your Plan cannot automatically determine if an area is used for standing, seated or mixed activities, particularly for venues that host multiple different activities. For example, for outdoor sports, 1 person per 2 square metres applies for the area where sports are played, but seated spectator areas may have up to 3 persons per 4 square metres. In these situations, plan holders are allowed to manually apply the 3 per 4 square metres rule to their spectator areas, as long as they make sure 3 per 4 square metres is only applied to areas where only seated activities occur.
- **Note:** the density requirement does not apply to movable places.

#### Masks

- Masks are mandatory in the following settings:
  - ALL indoor public places and passenger transport (bus, train, tram, taxi, rideshares).
  - High risk settings including a residential aged care facility, a disability care facility, a prison, correctional facility, training centre or other place of custody, a public or private hospital, and health care services provided in any of the Aboriginal communities listed in Schedule 1 of the Emergency Management (Arrivals No 2) (COVID-19) Direction 2021 or any other Aboriginal community controlled health service.
- The above does not apply to the following:
  - Person residing in a high-risk setting
  - At a primary or secondary school (including in relation to staff at the school)

- Those working in an office building, unless the person's work involves face-to-face interaction with members of the public
- To a person receiving a health service or personal care service if wearing the mask would reasonably interfere with the provision of that service
- To members of a bridal party during a wedding ceremony;
- A person does not have to wear a mask:
  - If they have a relevant medical condition, including problems with their breathing, a serious condition of the face, a disability or a mental health condition; or
  - Evidence of a relevant medical condition must be produced on request.
  - In circumstances where the ability to see the mouth is essential for communication, such as to enable communication by or with any person who is deaf or hard of hearing; or
  - In circumstances where removal of the mask is lawfully required for identification purposes; or
  - When the person is eating or drinking; or
  - If the person is a child under 12 plus 2 months years of age; or
  - If the person is carrying out any lawful functions that it is not possible to properly carry out with a mask on.
  - People participating in any proceedings in a court as directed.

#### **COVID Marshals (if relevant)**

- Any business or activity that includes prescribed operations and/or requires a COVID Management Plan to be allowed to operate, must have at least one dedicated COVID Marshal on site at all times while operating/open to the public.
- Prescribed operations include onsite purchase and consumption of food or beverages in an indoor area, ceremonies, operations at supermarkets, hardware stores, distribution centres, including associated transport operations, fitness facilities, sporting clubs, any gathering or event in respect of which a COVID Management Plan is required under an associated direction, and public assemblies.
- Visit [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au) for more information on when a COVID Management Plan is required.
- This means a dedicated staff member who is 16 years or older, has completed training as prescribed by SA Health, who is clearly identifiable as a COVID Marshal, and whose duty is to supervise and ensure that all people onsite comply with the COVID Management Plan, including distancing, density, hygiene and cleaning, infection control, venue layout, ensuring stock of items like sanitiser, and other requirements as relevant (such as keeping attendance records).
- If you operate 24/7 with staff not always onsite, you only need to have a COVID Marshal onsite at all times of high patronage.
- If you reasonably expect 200 people or more to be onsite at the same time, the COVID Marshal may not have any other duties than being a COVID Marshal.
- The owner, operator or person who is effectively in charge of a business or activity is responsible for ensuring that a COVID Marshal is in place.
- They must also keep records of completion of Marshals' training and provide these records to an authorised officer on request.

- If your premises are used by different people or organisations, it is the responsibility of the owner or person with care/control/management of your premises to ensure that it is supervised by a COVID Marshal, if and when required.
- This will be the case when your premises are used by people conducting prescribed operations.
- In this case, you do not have to supply the COVID Marshal, but you must ensure the person conducting the prescribed operations supplies a COVID Marshal. You can determine how this is done - for example, you can include in the hiring terms and conditions that the hirer must have a COVID Marshal.

**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) and density requirements (how many people per square metre you are allowed to have).
- 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.

#### Contact Tracing

- 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. Where relevant, include conditions of entry signage.
- 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.
- 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 requirements 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 cafe 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.
- 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 message on their phone and for their vaccination status if the premise has vaccination as a condition of entry.



- 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.

#### Hygiene, cleaning and disinfection

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).
- Refer to SA Health and the Australian Government's online COVID-19 cleaning guidelines and factsheets for detailed information on how to undertake effective cleaning and disinfection, including the products and methods to use.
- Frequency of cleaning will be determined by the turn-over of attendees – the more people attend over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.
- Avoid providing/using shared items, equipment or utensils. Where this is not possible, clean them frequently or between use. Note that for certain activities, this is mandatory.
- Provide hand sanitiser on entry and exit of the premises, and areas where you expect many people to be, or a high turnover of people.
- Consider installing signage on hand hygiene and cough etiquette.
- Ensure bathrooms have soap and running water for handwashing.
- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.
- If using communal showers, maintain/encourage that people maintain 1.5 metres distance between people.

### 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.
- Note: everyone attending your premises or activity should use COVID-Safe Check-In. This includes staff.

### Response planning

- Ensure you and your staff have a basic understanding of how to respond to a suspected case of COVID-19 at the workplace.
- Refer to <https://www.sahealth.sa.gov.au/> for further information.
- Regularly review your COVID-Safe Plan when required. Update it if needed. For example, if your place of doing business or the services you offer change.

### COVID Marshal Information

- COVID Marshal training courses prescribed by SA Health are available online at no cost. Visit <https://www.covid-19.sa.gov.au/business-and-events/covid-marshals> 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**



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

