



## For Industry - Approval process for COVID Safe Plans

As at 6 August 2020

### Step 1

Check your eligibility

#### COVID Safe Industry Plans

Can be developed by an industry through a representative group or a group of businesses within that industry. Relevant for industries currently restricted by the [Roadmap](#) for the number of patrons allowed on premises.

#### COVID Safe Site-Specific Plans

Can be developed by eligible operators larger in scale due to the unique aspects (complexity and size) of their business. A list for eligibility is provided [here](#).

#### COVID Safe Checklists

Only for those listed in [public health directions](#) as needing a checklist – *mandatory checklist to open*

All other businesses should have existing COVID Safe Management Plans (Work Health and Safety (WHS) plans) with COVID-19 considerations (submission for approval not required) and can continue to operate as they are currently, meeting Queensland Government guidance, particularly in accordance with Public Health Directions and the Roadmap.

### Step 2

Contact and liaise with the Queensland Government

Contact Queensland Health by emailing [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) to determine if an industry plan or site-specific plan is necessary.

For industry plans, check to see if your relevant industry has a draft plan in development prior to Queensland Health.

If **YES**, liaise directly with your relevant Queensland Government agency.

If **NO**, then follow the referred industry plan(s) or COVID Safe Checklist, where applicable.

Guidance for developing your industry or site-specific plan can be found [here](#).

### Step 3

Submit draft plan to Queensland Health for approval

For your submission you need to include:

- your proposed plan
- the contact details of the person(s) you have liaised with in the relevant public health unit and your respective government agency.
- any supporting materials, including evidence of engagement with relevant stakeholders.

Guidance on what your plans needs to include can be found [here](#).

Submit your final plan and supporting documentation to [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au).

### Step 4

Collaborate with your industry to promote approved plan

#### COVID Safe Industry Plans

When a COVID Safe Industry Plan is approved it will be uploaded [here](#) for any businesses within your industry to opt-in to remain compliant.

You should work within your industry to promote the plan and undertake your own processes to improve understanding and compliance with the plan.

#### COVID Safe Site-Specific Plans

If your site-specific plan has been approved you can now operate in line with this plan.

Should you have further questions continue to liaise with your relevant government agency in the first instance.





## For government - Approval process for COVID Safe Plans

### Step 1: Initial contact and identification of lead agency

- Perform initial eligibility check for COVID Safe Industry Plans or site-specific plan and refer group or business to relevant agency for progressing if appropriate. This will also be conducted on submissions to the Queensland Health email as a first step before moving forward in the approval process (Step 3). Public Health Units will be able to assist in determining if required. Referrals to agencies should utilise the content manager group (agency contacts).

### Step 2: Develop COVID Safe Plan working with relevant government agency

- Industry representative groups or eligible business to work directly with relevant government agency to develop proposed COVID Safe Industry Plan or site-specific plan following [the guidance available online](#).
- Queries through the development process to be first addressed through relevant agency and content manager group. If existing advice is exhausted and specialist advice required from Queensland Health this should go through relevant agency (not directly from industry representatives).

### Step 3: Submit final plan and supporting documents to Queensland Health

- Industry representative groups or eligible businesses for site-specific plans to submit the final plan to the Queensland Health email address at [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au). Queensland Health will perform an initial eligibility check before progressing for approval. This should include a template cover sheet indicating the key agency contact involved in the development of the plan.
- The Chief Health Officer (CHO) will approve the COVID Safe Industry Plans and may delegate approval of the site-specific plans to Public Health Units. If further work required, relevant agencies to work directly with the submission group or applicant.

### Step 4: Plan approved, published online and compliance activities commence

- Once approved, notice will be sent back to contact details provided in submission and the plan will be published online [here](#). A noting brief will be provided to QDMCC.
- Relevant compliance bodies will be advised.

**\*\* For amendments to approved plans follow steps 2, 3 and 4.**

