**Adapting your transition plan to your service delivery**

 **Checklist**

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| --- | --- | --- |
| **Step** | **Task** | **Completed on (date)** |
| 1 | Review Safe Work Australia [industry specific](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces) [information](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces) | (Regular checks required) |
| 2 | Complete the [what can I do to keep my](https://www.safeworkaustralia.gov.au/doc/workplace-checklist-covid-19) [workers safe at the workplace and limit the](https://www.safeworkaustralia.gov.au/doc/workplace-checklist-covid-19) [spread of COVID-19 checklist](https://www.safeworkaustralia.gov.au/doc/workplace-checklist-covid-19) |  |
| 3 | Review the [South Australian public health](https://www.covid-19.sa.gov.au/emergency-declarations) [directions](https://www.covid-19.sa.gov.au/emergency-declarations) that apply to your agency | (Regular checks required) |
| 4 | Talk to your employees about changes specific to your business. |  |

 **Agency specific service delivery action plan**

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| --- | --- | --- | --- |
| **What do you need to do?** | **How will you do this?** | **When will it happen?** | **What supplies are required?** |
| e.g. Inform employees, customers and community about changes to your business hours | e.g. Develop a communications plan outlining all key messages (Refer tocommunication section of this toolkit) | e.g. Two weeks prior to reopening the workplace | e.g. Contact website administrators to update information on websites and social media communication channels. |
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