

# > HELPING BUSINESS GET BACK TO WORK

13 June 2020

## COVID-19 Safety Plan

### General

**We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.**

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

BUSINESS DETAILS	
Business name:	Uko Ono
Plan completed by:	Stephanie Sims
Approved by:	Stephanie Sims

### > GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff, visitors and customers who are unwell.	Instructions will be sent at beginning of term to advise that if anyone if feeling unwell, have any COVID-19 symptoms or answer positive to the
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	I have undertaken COVID-19 online training and will equip staff members with information and training on COVID-19 according to the current
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry for any customers or visitors (website, social media, entry points).	I will send conditions of entry for customers via an e-newsletter; will do a post on the group pages on Facebook; will provide details on my

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.</p>	<p>The room I am hiring as a venue has current restrictions of 4 square metres per person, which would mean a maximum of 38. I have decided to</p>
<p>Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.</p>	<p>As group leader, I will not move around unnecessarily, not will group members move from designated seats. I undertake to clean the</p>
<p>Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.</p>	<p>Numbers have been capped at 25 people per session. Participants will need to register in both the venue registration book and my own</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>N/A</p>
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.</p>	<p>I will be conducting rehearsals with the doors closed. Participants will be encouraged to wear masks if comfortable doing so.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Staff will, at all times, maintain 1.5 metres physical distancing.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>If necessary, the sessions will return to Zoom (video).</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>N/A</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>N/A - there are no lifts or travelators in the building.</p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> <li>• encourage passengers and drivers to spread out, using front and back seats</li> <li>• workers should only handle their own tools and bags where possible</li> <li>• have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>• encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	<p>N/A</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>I will advise group members of correct social distancing which should be maintained outside the venue as well as inside.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	I undertake to provide hand sanitiser at multiple locations.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	I undertake to provide spray bottles of detergent/disinfectant for cleaning seats and wiping down instruments.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	The venue has a COVID-19 Safety Plan and is providing hand sanitiser, soap and paper towels in the bathrooms, and will have posters with
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	I will clean frequently used areas before and after group rehearsals.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	I will maintain disinfectant solutions at an appropriate strength.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	My staff and I will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	In addition to the venue's registration of records, I will keep the name, phone number and recorded temperature of all participants and staff
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	I will make staff aware of the COVIDSafe app and the benefits of the app.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	I will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at group rehearsals, and will notify SafeWork NSW on 13