

Under WHS law, all employers or businesses must manage the risk of COVID-19 to people in the workplace. This checklist can be used to create your own COVID-19 safety plan. However, use of this template isn't mandatory.

This COVID-19 Safety Plan outlines actions you can take to minimise the risk of disease spreading in your workplace and in the community. But every workplace is different. Consider how you can address the risks of COVID-19 in the context of your business.

More information for businesses is available at:

- [Safe Work Australia](#)
- [Coronavirus and Australia's workplace laws](#)
- [Guidance in NSW](#)
- [SafeWork NSW](#)

## How to use this checklist

1. **Read the guidelines** to make sure you've implemented the COVID-safe measures.
2. **You can add more or alternative actions** in the notes sections. Describe how you'll apply this in your workplace.
3. **Save the safety plan as a PDF** to share it with workers and other people.

## Ensure areas are well ventilated

- Use outdoor areas where possible.
- Open windows and doors to increase natural ventilation in indoor areas.
- Optimise ventilation systems (for example, maximise the intake of outside air, avoid recirculation of air, and consult an expert).
- Maintain ventilation systems to ensure they're working well (for example, regular filter cleaning or filter changes).

> For more information visit [nsw.gov.au](https://nsw.gov.au) or call 13 77 88

**Add how you'll apply this**

Implement NSW Department of Education guidelines in regard to ventilation.  
Have windows open in learning spaces to enable cross ventilation.  
Maximise use of outdoor spaces for briefings, eating, learning activities and play.

## Protect the wellbeing of workers and other people

- Encourage or request the use of face masks where it is difficult to maintain physical distance.
- Consider what work can be done remotely from the premises (for instance, what work could be completed from home).
- Use telephone or video platforms for meetings where possible.
- Exclude workers and other people who are unwell.

**Add how you'll apply this**

Implement NSW Department of Education guidelines in regard to use of face masks and physical distancing. Support adults and students who choose to wear face masks.

## Maintain good hygiene practices

- Ensure hand sanitiser is available to workers and others in key locations.
- Supply bathrooms with hand soap, paper towels or hand dryers.
- Avoid sharing items, equipment and workspaces. If sharing can't be avoided, clean them between uses.
- Regularly clean areas and surfaces that are frequently touched.

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- Workers wear personal protective equipment when cleaning, and wash their hands before and after with soap and water.
- Use disinfectant solutions at the correct strength. Use according to the manufacturer's instructions.
- Ensure any rubbish is collected regularly to avoid rubbish overflow.

### Add how you'll apply this

Hand sanitiser available at key points in the building.  
Hand soap and paper towels provided.  
Frequently touched objects and surfaces to be cleaned at appropriate times.

## Maintain physical distancing

- Support 1.5m physical distance between people where possible.
- Avoid close groupings of people, such as between seated groups, workstations or queues.
- Stagger bookings, start times and breaks to minimise contact.
- Have strategies to reduce crowding or gathering outside premises.
- Encourage contactless payment and delivery.
- Mark out and use separate entry and exit points, if possible.

### Add how you'll apply this

Limit number of accompanying parent helpers due to space restrictions.

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## Provide COVID-19 information and training to workers

- Provide staff with information and training on COVID-19 and on how to minimise risk of COVID-19 transmission. For example, train staff about COVID-safe behaviours, or when to get a COVID-19 test and self isolate.
- Encourage workers to get vaccinated.
- Ensure workers understand their leave entitlements if they are sick or need to self isolate.

### Add how you'll apply this

All staff follow the NSW Department of Education COVID-19 guidelines.

## Encourage COVID-safe behaviour through communications

- Display and communicate conditions of entry. For example, ask people to stay away if they're unwell. Communicate this on entryways, your website and social channels.
- Communicate occupancy or density limits, physical distancing and hygiene measures. Do this with posters, floor markings and other signs in key areas.

### Add how you'll apply this

All staff and adult visitors must sign on using the museum's digital visitor registration system to meet NSW Department of Education school sign on requirements.

> For more information visit [nsw.gov.au](https://nsw.gov.au) or call 13 77 88

## Your COVID-19 policy and business obligations

- Cooperate with NSW Health if they contact you about a positive case of COVID-19 at your workplace. Notify SafeWork NSW if a worker tests positive and is hospitalised or dies.
- Have a plan to follow if someone with COVID-19 attended your workplace or venue.
- You can require proof that workers and others are vaccinated, as part of your business COVID-19 policy.
- You can require workers and other people to wear face masks, as part of your business COVID-19 policy.

### Add how you'll apply this

> For more information visit [nsw.gov.au](https://nsw.gov.au) or call 13 77 88

