

# > 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](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	NSW Schoolhouse Museum Education Program at North Ryde Public School
Plan completed by:	Gaye Braiding, Teacher/Education Officer
Approved by:	Angela Churchland, Relieving Principal, North Ryde Public School

### > 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.	Implement NSW Department of Education COVID-19 advice and guidelines re unwell students and staff
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Provide link to the NSW Department of Education COVID-19 advice. Staff to do Aust Govt Dept of Health Infection Control Training
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Provide link to the NSW Department of Education COVID-19 guidelines and leave provisions
Display conditions of entry for any customers or visitors (website, social media, entry points).	State conditions of visiting on website, in excursion plan, risk management advice, wall posters and digital visitor registration

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>Physical distancing is not required for visiting school students Signage to remind adult employees and visitors to physically distance</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>Limit number of staff in staffroom/office Staff to clean down all surfaces in staff areas at end of each day</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>Limit accompanying parents to a maximum of two per class Limit number of staff in staffroom/office</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Not applicable - minimal staff employed</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>Employees to maintain 1.5m from visiting adults when conversing with them</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Limit number of staff in staffroom/office</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>Use a combination of Zoom and face-to-face for staff meetings and briefings</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Not applicable - deliveries not part of daily operations</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>Not applicable - no lifts or escalators</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>Not applicable - staff don't travel off-site</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>If non-essential staff are on-site, use larger spaces for meetings and conversations</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser in each learning space and 'kit' Students and adults use hand sanitiser at the commencement of each session
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Detergent, disinfectant, disinfectant/alcohol wipes and gloves provided for wiping all touch surfaces
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Hand soap and paper towels provided Washing hands posters displayed at basins
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	All objects or touch surfaces to be cleaned or quarantined at end of day Toilets cleaned before and after visiting group
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Brief staff on cleaning products and requirements
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Brief staff and install reminder signage Staff undertake Australian Government Department of Health Infection Control Training

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.	All visiting adults required to complete the NSW Department of Education's school and COVID-19 sign-in procedures.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Staff will be reminded of COVIDSafe app in staff communication and visitor sign-on
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.	Brief staff on reporting processes - through the school principals