

> HELPING BUSINESS GET BACK TO WORK



05 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 or advice changes.

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

BUSINESS DETAILS

Business name: Southern Cross Linedancer

Plan completed by: Liz Gardiner

Approved by: Mark Simpkin

> GUIDANCE FOR BUSINESS

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

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	All dancers and staff will be asked on arrival "Are you unwell?". If YES, then dancer will be sent home. This will be publicised on website & social media prior to classes.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	There will be fact sheets and signage on the entry desk explaining facts and procedures explaining Covid -19 procedures.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Sole trader. If unwell there will be no event.
Display conditions of entry for any customers or visitors (website, social media, entry points).	All these requirements will be displayed on entry and sent prior to the classes via email, Social media and website.

REQUIREMENTS	ACTIONS
<p>Physical distancing</p>	
<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>²⁰ 10 participants plus instructor complying with the 4 square metre rule.</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 we dance on the floor there 4 square metres apart there is no person to person contact. A seat per person will be allocated and designated staff will clean chairs at the sessions end.</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>Pre enrolment for classes will keep numbers controlled. Staggered times will be used as numbers approach limits. Staggered classes with a limit of 10 students per hour.</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>²⁰ We will use staggered class times.</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>Collection of money on entry table will be advertised so student have correct money. These cash transactions will not require physical contact.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Signage will remind dancers of this. Prior emails, social media and website advertising will clearly reinforce this message.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>N/A</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>Signage will be at entry door, rest rooms and kitchen.</p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	<p>N/A</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Dancers arrive and leave at staggered times.</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Bringing your own hand sanitizer will be encouraged. Sanitiser will be available in rest rooms, entry and kitchen. <i>Bring your own drinks & water.</i>
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Dance seat, entry table, restrooms and kitchen will be cleaned by designated cleaners, wearing gloves and using industrial strength disinfectant.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Yes, see above.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Yes, see above.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Yes, see above.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Yes, see above.

REQUIREMENTS	ACTIONS
Record keeping	
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.	Spreadsheet will be used to record this information and filed for later reference.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	This will be explained to dancers on arrival and throughout the dance sessions.