COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

Don't Panic COVID-19 Safety Plan

General

NSW Government developed this COVID-19 Safety Plan to help us create and maintain a safe environment for you, your colleagues and our customers.

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:	
Plan completed by:	
Approved by:	

> GUIDANCE FOR BUSINESS

Guidance for the venue / 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.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry for any customers or visitors (website, social media, entry points).	

REQUIREMENTS	ACTIONS
Physical distancing	
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.	
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.	
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.	
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	
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.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	
Use telephone or video for essential meetings where practical.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	
If staff or workers need to travel together in the same vehicle: • 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.	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	

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.	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	
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.	