

> 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

BUSINESS DETAILS	
Business name:	Northmead Uniting Church – Café Play (Friday Playgroup)
Plan completed by:	Sunhee Song
Approved by:	Church Council, Northmead Uniting Church

> 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 who attend will be asked about the status of their health
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Meet with volunteers (either by telephone or face-to-face) to establish distancing & cleaning procedures that will be expected during the Playgroup session
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff member, Sunhee Song, is aware of sick entitlements & requirements to self-isolate if not well

REQUIREMENTS	ACTIONS
Wellbeing of staff and customers	
Display conditions of entry for any customers or visitors (website, social media, entry points).	Signage to be displayed in appropriate places around the Hall including conditions of entry for all participants
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.	Based on the size of the Hall, the maximum capacity (based on the 4 square metres requirements) per session is 38. Volunteers will be assigned to work in specific areas to ensure crowding is avoided & physical distancing is maintained. Weather permitting, more use to be made of the outside play area to limit the number of people inside the Hall.
Assign workers to specific workstations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Volunteers will be assigned to work in specific areas of the Hall & where practical, remain in their assigned area. No more than 3 activities will be put out in the Hall at any one session to minimise risk and to better manage physical distancing of carers & volunteers.
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.	Attendance roll checked at regular intervals to ensure maximum capacity is not exceeded. Volunteers will be assigned to work in specific areas to ensure crowding is avoided & physical distancing is maintained. Weather permitting, more use to be made of the outside play area to limit the number of people inside the Hall.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Pre-register intention to attend session. Should indicated numbers exceed Hall capacity, playgroup to be split into two sessions. Session 1 – 9.30am to 10.30am Session 2 – 11.00am to midday
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.	Ensure 1.5 metres physical distancing is maintained at registration desk. Desk to be cleaned with disinfectant on a regular basis.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Families & volunteers to be always reminded of the need to maintain 1.5 metres physical distancing.
Use telephone or video for essential meetings where practical.	Where appropriate, zoom meetings to continue
Review regular deliveries and request contactless delivery and invoicing where practical.	No deliveries are received direct to the playgroup.
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Posters will be placed around the Hall in appropriate places.
<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. 	Staff, volunteers and participants either drive in their own cars or walk to the playgroup site.

REQUIREMENTS	ACTIONS
Physical distancing	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Participants will be asked to leave immediately following the conclusion of each session, with no gathering in car park area
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitizer will be provided on entry to the Hall and at appropriate locations within the Hall. Hand sanitiser will also be available in the outdoor play area.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Disposable disinfectant surface wipes will be provided to wipe down surfaces at the end of each session.
Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.	Bathrooms will be well stocked with soap and paper towels. A hand dryer is also in place. Poster displayed above hand wash basin.
Encourage participants to bring their own water bottle, snacks, and encourage eating outside if practical.	Participants to bring own drinking utensils & food for their children. Tea, coffee, water & biscuits provided for adults with consideration to using disposable cups. Meal breaks to be taken in an outside area if practical.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Frequently used areas will be cleaned after each session with detergent and water initially followed by disinfectant. This includes all the toys & play equipment.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Appropriate disinfectant solutions will be provided and used 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.	Staff & volunteers will use disposable latex gloves when cleaning.

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.	An attendance record of playgroup families & contact details is maintained & 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.	Café Play Leader has the CovidSafe 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.	The Café Play Leader will cooperate with any requests from NSW Health & SafeWork NSW in relation to a positive case of Covid-19