

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	St Peters Public School P&C Association
Business location (town, suburb or postcode)	Church Street, St Peters NSW 2044
Completed by	Kathryn Louise Hafey
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Effective date	20 November 2020
Date completed	2 December 2020

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

- Volunteers and customers will be advised that they are NOT to attend if feeling unwell.
- Volunteers and customers who are unwell will be excluded and reminded to seek medical attention and check the COVID-19 testing criteria.
- PPE equipment: Gloves, KN95 masks and hand sanitiser will be provided to volunteers.
- Volunteers to have temp check and complete "COVID-19 Staff Assessment Form" health questionnaire before starting.
- Pens to be sanitised after each use.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing, wearing masks, and cleaning.

- Volunteers will be provided with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.
- PPE equipment: Gloves, KN95 masks and hand sanitiser will be provided to volunteers.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Not applicable, volunteer organisation – no obligation to attend.

Display conditions of entry for any customers or visitors (website, social media, entry points).

- COVIDSafe plan will be sent to customers via email and SMS, will be posted to website.
 - Conditions of entry will be included on website, social media, at entry points.
 - COVID Safe Check-in info' will be displayed.
 - This COVIDSafe plan is for a one-off fundraising event, for distribution of items that were pre-sold online prior to collection day – no walk up sales.
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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 support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

- Event held outdoors in carpark, not enclosed.
- Physical distancing indicated with traffic cones.
- Volunteers will be advised how spacing will work.
- Put up physical distancing posters at entry points, etc.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and

disinfectant between use.

Volunteers will be assigned to stations, will not move between their posts.

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.

- We have run this event for 5 years and know that close to 100% of customers collecting their pre-sold goods arrive by car.
- If customer already at collection point, incoming customers will be asked to wait in their cars.
- Signage indicating direction of travel in and out
- Physical distancing indicated with traffic cones

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

Not applicable. Two volunteers will attend one-off event 7am-midday duration.

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.

- Volunteers will remain on opposite side of folding table from customers
- Physical distancing indicated with traffic cones

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

- Volunteers will be assigned to stations, will not move between their posts.
- Volunteers will remain on opposite side of folding table from customers
- PPE equipment: Gloves, KN95 masks and hand sanitiser will be provided to volunteers.

Use telephone or video for essential meetings where practical.

Any meetings to prepare for this event are via phone and Zoom.

Review regular deliveries and request contactless delivery and invoicing where practical.

- Single delivery of goods by the supplier to the site on collection day, prior to any

customer arrival.

- All goods are pre-sales, no transaction with supplier on the day other than receipt of goods and customer checklist.

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

- Outdoor event.
- Entry to venue by vehicle through double carpark gate, no pinch points for pedestrian crowding.
- We have run this event for 5 years and know that customers collect their goods and leave immediately.

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 or open windows.**

Not applicable.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

Not applicable.

- Staffed by two volunteers only.
- We have run this event for 5 years and know that customers collect their goods and leave immediately.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser will be provided.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Frequently touched areas and surfaces, including tables, will be cleaned regularly with a detergent or disinfectant solution or wipe.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

Toilets will be 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 and disinfectant. Clean frequently touched areas and surfaces several times per day.

- Hard surface areas frequented by volunteers or customers will be cleaned with detergent/disinfectant.
- Frequently touched areas and surfaces, including tables, will be cleaned regularly with a detergent or disinfectant solution or wipe.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Appropriate disinfectant and sanitiser will be used.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Volunteers will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Not relevant, outdoor event.

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

- COVID Safe Check-in QR code, 'Record keeping info' and 'COVID Safe badge' will be displayed.
- All goods will be pre-sold online prior to collection day – customers ticked off against customer sales list on arrival.
- If customer does not have smartphone to complete QR check-in, Volunteers will request photo' of licence of each customer as ticking off.
- A record of volunteers and customer will identify volunteer and customer attendance.
- Records will be stored confidentially and securely for minimum of 1 month.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Records will be stored confidentially and securely off-line in electronic format for minimum of 1 month.

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

Volunteers will be advised of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Workplaces should consider registering their business through nsw.gov.au

SPPS P&C is registered as a COVID Safe business

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.

SPPS P&C will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at site, and notify SafeWork NSW on 13 10 50.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes