

> 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:	Poetry In Action
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> 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.	-Place signage outside of office regarding warning of sickness. - PIA CEO and Bookings Manager to notify <u>Booking Teacher of any staff that are unwell</u>
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	-Provide actors and PIA staff training before embarking on tour. -Provide actors with disinfectant wipes, hand <u>sanitiser masks</u> .
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Provide document of their entitlements should they need to self-isolate / if they are sick.
Display conditions of entry for any customers or visitors (website, social media, entry points).	-Booked teachers will receive clear COVID-19 guidelines of our visiting actors. -Signage will be located outside the PIA office.

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.	Communicate with teachers to ensure that students are social distancing in the space provided (1 person per square meter).
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.	Actors have adjusted their performances to ensure a higher level of social distancing. They will also have their hygiene procedures pre and post performance.
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.	Already have a very controlled system in that the teachers book the number of students for a performance and they must be seated.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Regarding PIA staff, employees will continue to use flexible working arrangements by working at home and at the workplace at staggered times.
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.	The PIA actors will be performing a safe distance in front of the students. Students will also be seated.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	PIA actors will be travelling together and living together. Therefore they are considered peers in a household.
Use telephone or video for essential meetings where practical.	Regarding the office staff, the office space has been Zoom will be the prime method used for any meetings between PIA staff and actors.
Review regular deliveries and request contactless delivery and invoicing where practical.	Packages and deliveries will be left at the front of the office to ensure visitors do not enter the office space.
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Signage will be placed outside the PIA office.
If staff or workers need to travel together in the same vehicle: <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. 	Provide PIA staff with training regarding hygiene procedures whilst travelling (car, flights etc).
Have strategies in place to manage gatherings that may occur immediately outside the premises.	-PIA actors will wait for students to exit the performance space. -Continue to pack props/banners whilst using hygiene procedures

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	-Hand sanitiser to be provided in the office space. -Actors to have hand sanitiser on their persons at all times
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	-Actors to be provided with disinfectant wipes to clean props/banners. -PIA office staff to be provided with disinfectant wines to clean office desks and computers
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	All bathrooms have signage and appropriate soap/ hand towels. Staff are advised of the location of extra stock should there be any issues.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	-PIA staff to clean office daily. -Cleaner will come after hours to also clean surfaces and vacuum.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	PIA office staff to be trained in cleaning procedures in accordance with manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	PIA office staff will use gloves within the office for 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.	PIA office to have a sign-in sheet at office entry for any visitors.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	During training, PIA will make staff aware of the COVIDSafe App and the benefits of the app during their travels.
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.	Provide all staff with appropriate contact numbers and protocols should there be any positive cases of COVID-19 in the workplace.