



# Your COVID-19 Safety Plan

## Other businesses and organisations

### Business details

Business name	Australian South Sea Islanders Port Jackson
Business location (town, suburb or postcode)	Pymont
Completed by	Emelda Davis
Email address	<a href="mailto:assi.pj@gmail.com">assi.pj@gmail.com</a>
Effective date	20 November 2020
Date completed	2 December 2020

---

### Wellbeing of staff and customers

#### Exclude staff, visitors and customers who are unwell.

Ensure volunteer staff and visitors notify that they are unwell and advise them to take the appropriate actions of testing and isolating.

#### Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

Volunteer staff are instructed on COVID-19 severity, to maintain physical distancing and cleaning and to see their doctor or nearest testing clinic if they develop symptoms.

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

N/A

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

Conditions of entry are on display at entry points.

---

## **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.

All practical measures are employed on premises to support 1.5 metres physical distancing and good hand hygiene. Mask wearing is not practicable to the setting as there is no customer service aspect to consider and no public access to the premises.

**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.**

The premises have a single dedicated work area used by one person.

**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.**

There is no customer service aspect to consider and no public access to the premises.

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

Flexible working arrangements are used wherever possible.

**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.**

While barriers such as sneeze guards are not applicable, where reasonably practical the 1.5 metres physical distancing is maintained at all times.

**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.**

Where reasonably practical the 1.5 metres physical distancing is maintained at all times. There is no public interaction at the premises.

**Use telephone or video for essential meetings where practical.**

Telephone and video are used for meetings where practical.

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

Deliveries and related invoicing are occasional and contactless where practical.

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

N/A

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.

These measures for travel in the same vehicle are both practised and encouraged.

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

N/A

---

## **Hygiene and cleaning**

**Provide hand sanitiser at multiple locations throughout the workplace.**

Hand sanitiser is provided at multiple locations and good hand hygiene is practised.

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

Disinfectant surface wipes are provided to clean workstations and equipment.

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

Applicable bathrooms are stocked with hand soap and paper towels.

**Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.**

Daily cleaning is maintained for frequently used areas and high touch surfaces are cleaned multiple times throughout the day

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

All cleaning products and solutions are used according to manufacturer's instructions.

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

The wearing of gloves and associated hand washing practises are adhered to when cleaning.

**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).**

Windows and doors are regularly kept open for natural ventilation whenever possible. Electrical fans are also available and used as well to maximise air flow and avoid recirculation of air.

---

## **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.*

All applicable record keeping required is kept in this manner, our NSW QR code will be used if necessary and these rules will be adhered to upon request from an authorised officer.

**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](https://nsw.gov.au)**

All care is taken to ensure confidentiality and security in record keeping and NSW government information is referenced and implemented.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app**

**to support contact tracing if required.**

COVID safety is paramount and all aspects are recommended to staff.

**Workplaces should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

ASSIPJ has been a registered organisation for 10 years.

**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.**

These rules will also be adhered to when required to do so by NSW Health.

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

Yes