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General | COVID-19 Safety Plan

What's happening

a specific safety plan, including crematoria and funeral homes.

Have your say

COVID-19 V

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

Keep your business COVID Safe Developing your COVID-19 Safety Plan How to complete the COVID-19 Safety Plan **Keep your COVID-19 Safety Plan up to date** V

Business name

Business details

Effective 24 December 2021

If your business has multiple premises, complete a Safety Plan for each location.

Exclude people who are unwell from the premises. Explain how you will do this

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

Explain how you will do this

Regular communication with students and staff of COVID safe practices.

Explain how you will do this Staff and students are encouraged to be fully vaccinated (two doses) and receive a booster

Support 1.5m physical distancing where possible, including: at points of mixing or queuing

across the campus. Workspaces reviewed and adjusted to ensure 1.5m spacing is in place. Additional screens and barriers have been installed where required.

across the campus. Workspaces reviewed and adjusted to ensure 1.5m spacing is in place.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Potential congestion points identified and pedestrian flows adjusted. Signage is in place

Explain how you will do this

Ventilation

19/getting-back-to-work-a-covid-safe-way/ventilation-guidance and consider which measures

Review the 'COVID-19 guidance on ventilation' available at https://www.nsw.gov.au/covid-

Our air conditioning systems are maintained and have filters that comply with Australian

are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this Outdoor settings will be considered for events and gatherings.

Air conditioning will be optimised and air quality monitored. Air conditioning provides suitable airflows to minimise transmission of COVID-19. ACU complies with Australian Standard AS 1668:2-2012 - The use of ventilation and air conditioning in buildings.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or

All mechanical ventilation systems are regularly maintained. Air conditioning provides suitable airflows to minimise transmission of COVID-19. ACU complies with Australian Standard AS 1668:2-2012 - The use of ventilation and air conditioning in buildings.

example through regular filter cleaning or filter changes).

Hygiene and cleaning

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Hand sanitiser stations have been installed across campus and are regularly maintained.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Regular cleaning regimes of campus including frequent touch surfaces several times

Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the

All buildings on campus have individual ServiceNSW QR codes with several signs

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 if a worker has tested positive. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus [/] for more information. Explain how you will do this

ACU has processes and cleaning partnerships in place to undertake deep clean of spaces.

https://www.acu.edu.au/emergency-and-safety/covid-19-resources/covid-protocol

Now that you have finished, select the print button to print the plan or save as a PDF. **Print**

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Australian Catholic University **Business location (town, suburb or postcode)**

Blacktown Wellbeing of staff and customers

Regular communication with students and staff of COVID safe practices.

Explain how you will do this

Display conditions of entry such as requirements to stay away if unwell. Regular communication with students and staff of COVID safe practices. Posters at

prominent places across campus.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy. when eligible. Proof of vaccination is recorded for staff and students who visit settings where

vaccination is mandatory.

Physical distancing

between staff.

Explain how you will do this

between seated groups

Avoid congestion of people in specific areas where possible. Explain how you will do this Potential congestion points identified and pedestrian flows adjusted. Signage is in place

Use multiple ServiceNSW QR code displays to minimise congestion. Potential congestion points identified and pedestrian flows adjusted. Signage is in place across the campus.

Standards for indoor ventilation. The small number of spaces without air conditioning have windows that can open. We have an indoor air quality monitoring network that will monitor the air quality in the majority of our buildings across the university to confirm that we meet Australian Standards for ventilation. Use outdoor settings wherever possible.

Explain how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible. Explain how you will do this Our air conditioning systems are maintained and have filters that comply with Australian Standards for indoor ventilation. The small number of spaces without air conditioning have windows that can open. We have an indoor air quality monitoring network that will monitor the air quality in the majority of our buildings across the university to confirm that we meet Australian Standards for ventilation.

other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air). Explain how you will do this Ensure mechanical ventilation systems are regularly maintained to optimise performance (for

Explain how you will do this

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation. Explain how you will do this Consulting relevant experts will be considered as part of ACU's indoor quality air monitoring and performance.

Explain how you will do this Regular communication with students and staff of COVID safe practices including instructions on requirements for face masks. Signage is in place directing staff, students and visitors to wear masks indoors. Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue. Explain how you will do this

Regular cleaning and replacing supplies of hand soap and paper towels. Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Explain how you will do this

Explain how you will do this

Record keeping premises.

Explain how you will do this

provided to minimise congestion.

each day.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace. Explain how you will do this ACU has a protocol (link below) for dealing with COVID positive cases and to contact authorities and provide details.

authorities and provide details.

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<u>Health</u>

MyServiceNSW

Resources and guidance for developing a COVID-19 safety plan if your business or industry does not have **Show all**

ACU has a protocol (link below) for dealing with COVID positive cases and to contact ACU has processes and cleaning partnerships in place to undertake deep clean of spaces. https://www.acu.edu.au/emergency-and-safety/covid-19-resources/covid-protocol

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NSW Government

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We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.