

# General | COVID-19 Safety Plan

Resources and guidance for developing a COVID-19 safety plan if your business or industry does not have a specific safety plan, including crematoria and funeral homes.

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

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Effective 24 December 2021

## Business details

### Business name

### Business location (town, suburb or postcode)

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

## Wellbeing of staff and customers

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

Display conditions of entry such as requirements to stay away if unwell.

### Explain how you will do this

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

### Explain how you will do this

## Physical distancing

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

### Explain how you will do this

Avoid congestion of people in specific areas where possible.

### Explain how you will do this

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

### Explain how you will do this

## Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

### Explain how you will do this

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

In indoor areas, 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).

### Explain how you will do this

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

### 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

## Hygiene and cleaning

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

### Explain how you will do this

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

### Explain how you will do this

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

### Explain how you will do this

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

## Record keeping

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 premises.

### Explain how you will do this

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

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

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

<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.

Last updated: 15 December 2021

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