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What's happening

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COVID-19 V

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General | COVID-19 Safety Plan

a specific safety plan, including crematoria and funeral homes.

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

**Keep your business COVID Safe** 

Follow the steps below to ensure your business, staff and customers stay 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** 

## Australian Catholic University

Strathfield

**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 Regular communication with students and staff of COVID safe practices.

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.

Regular communication with students and staff of COVID safe practices.

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

#### Explain how you will do this Regular communication with students and staff of COVID safe practices. Posters at

vaccination is mandatory.

policy.

prominent places across campus.

Explain how you will do this Staff and students are encouraged to be fully vaccinated (two doses) and receive a booster when eligible. Proof of vaccination is recorded for staff and students who visit settings where

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

## Support 1.5m physical distancing where possible, including:

between staff.

Explain how you will do this

**Physical distancing** 

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

Avoid congestion of people in specific areas where possible.

at points of mixing or queuing

between seated groups

#### Explain how you will do this Potential congestion points identified and pedestrian flows adjusted. Signage is in place

Have strategies in place to manage gatherings that may occur immediately outside the premises. Explain how you will do this

Use multiple ServiceNSW QR code displays to minimise congestion. Potential congestion

points identified and pedestrian flows adjusted. Signage is in place across the campus.

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

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

# **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 <a href="https://www.nsw.gov.au/covid-">https://www.nsw.gov.au/covid-</a>

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

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.

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

# Outdoor settings will be considered for events and gatherings.

Explain how you will do this

recirculation of air).

Explain how you will do this

Explain how you will do this

Explain how you will do this

Use outdoor settings wherever 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.

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

In indoor areas, increase natural ventilation by opening windows and doors where possible.

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

All mechanical ventilation systems are regularly maintained. Air conditioning provides

suitable airflows to minimise transmission of COVID-19. ACU complies with Australian

Consider consulting relevant experts such as building owners or facility managers, ventilation

Standard AS 1668:2-2012 - The use of ventilation and air conditioning in buildings.

engineers and industrial or occupational hygienists to optimise indoor ventilation.

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.

### Explain how you will do this Consulting relevant experts will be considered as part of ACU's indoor quality air monitoring and performance.

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

Regular communication with students and staff of COVID safe practices including

instructions on requirements for face masks. Signage is in place directing staff, students

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

## Explain how you will do this Hand sanitiser stations have been installed across campus and are regularly maintained.

Explain how you will do this

and visitors to wear masks indoors.

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

Regular cleaning regimes of campus including frequent touch surfaces several times

# Explain how you will do this

authorities and provide details.

information. Explain how you will do this 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

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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No No

# 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.

**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.

# in place in the event that a worker who tests positive for COVID-19 has been in the workplace. 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.

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Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Explain how you will do this Regular cleaning and replacing supplies of hand soap and paper towels. Explain how you will do this

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

Explain how you will do this

provided to minimise congestion.

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

authorities and provide details.

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

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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.