

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	the office.
Business location (town, suburb or postcode)	Burringbar
Completed by	Jay Christiaens
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Effective date	1 November 2021
Date completed	1 November 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

We have no staff on premise and our guests are required to declare they are not unwell, show no symptoms of COVID-19.

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

We have no staff on premise.

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

We have no staff on premise.

Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

We have no staff on premise.

Encourage staff to access COVID-19 vaccination.

We have no staff on premise.

Employers must:

- **allow an employee who is a fully vaccinated person to work at the employee's place of residence if it is reasonably practicable to do so.**
- **require an employee who is not a fully vaccinated person to work at the employee's place of residence unless it is not reasonably practicable to do so.**

We have no staff on premise.

Physical distancing

Capacity at an office premises must not exceed one person per 4 square metres of space in the premises.

Capacity at "the office" in Burringbar is limited to 6 people by limiting the amount of simultaneous bookings. This allows for 8 square metres per person.

Assign workers to specific workstations. If this is not practical, workstations and shared office equipment should be wiped down with disinfectant surface wipes between users.

Our booking system requires all guests to book a specific desk and use this desk only. Disinfectant spray is used at night between bookings.

Use flexible working arrangements where possible, such as working from home or other locations.

We have no staff on premise.

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as counters or service desks
- between seated groups such as in lunch rooms
- at workstations.

Our workstations are 2 metres apart and where closer, use a partition so guests are always 1.5m or more apart.

Use telephone or video platforms for essential meetings where practical.

We have no staff on premise.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

We have no staff on premise.

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

We have no deliveries. We use a PO box.

Ensure that people maintain physical distancing in lifts and lift waiting areas so far as reasonably practicable; display signs near lifts to advise and recommend physical distancing.

We don't have any waiting areas or elevators. A sign is posted which recommends social distancing.

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.

We encourage our guests to open the windows for ventilation.

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

We encourage our guests to open the windows for ventilation. We have a sign for 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).

Our sign recommends using the air conditioning unit set to fan when windows are open.

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

Our unit gets cleaned regularly and maintained by the building owners.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

We are in contact with the building owners for maintenance.

Hygiene and cleaning

People who are not fully vaccinated or do not have a medical contraindication certificate must wear face masks in indoor areas, unless exempt. Under WHS law, all employers or businesses in consultation with workers and their representatives are required to manage the risk of COVID-19 to workers and others in the work environment. Regardless of vaccination status, employers may deem mask wearing as an appropriate control as part of their COVID-19 Safety Plan.

Only fully vaccinated guests are allowed on premise.

Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, including entry and exit points.

Hand sanitiser is provided.

Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.

Disinfectant spray is provided.

Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.

Our premises get a weekly full clean and daily wiping down of contact areas where practical.

Ensure bathrooms are well stocked with hand soap and paper towels, and consider putting up posters with instructions on how to wash hands.

Our cleaning contractors ensure stocking of soap and paper towels.

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

Our premises get a weekly full clean and daily wiping down of contact areas where practical. A sign requests our guests to spray down areas before and after use.

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

Our cleaning contractors provide the appropriate solutions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

We have no staff on premise.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

We use the NSW Government QR code system and also keep a detailed database of bookings, entry times.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

QR codes are clearly visible and we spot check CCTV footage to ensure checkins happen as required. Our own booking system requires correct contact information to function so it provides a secondary and separate assurance.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Our booking system requires accurate and valid contact details for all our guests.

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.

Our contact person and owner of the business will communicate with the authorities when needed. They have access to all data from the booking system, CCTV system and building access system logs.

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

Yes