

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

## Your COVID-19 Safety Plan

### Other businesses and organisations

#### Business details

<b>Business name</b>	Greater Western Sydney Parklands Trust / Education and Community Programs
<b>Business location (town, suburb or postcode)</b>	Summer House, Callan Park
<b>Completed by</b>	Christian Eckardt
<b>Email address</b>	<a href="mailto:Christian.Eckardt@bgcp.nsw.gov.au">Christian.Eckardt@bgcp.nsw.gov.au</a>
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<b>Date completed</b>	16 March 2021
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### Wellbeing of staff and customers

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

The Safe Work Method Statement describes under which circumstances staff needs to stay offsite.

Participants sign our COVID-regulations on booking into our programs.

If participants of our programs show COVID-19 symptoms upon check in or inform us that they have been abroad or at a hotspot, they will be excluded from the program.

#### Provide staff with information and training on COVID-19, including when to get

### **tested, physical distancing, wearing masks, and cleaning.**

All education staff have undergone the training COVID-19 safe training.

Our Safe Work Method Statement clearly states the regulations around testing, physical distancing, wearing masks, and cleaning.

All education staff has read and signed the SWMS COVID-19.

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

Greater Sydney Parklands are part of the Department of Planning, Industry, and Environment.

As such we are included in their "Road to Recovery" plans which can be accessed by all staff via the intranet and are distributed via regular department e-news.

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

Program specific entry conditions are explained on our booking page.

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## **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.

Community programs and activations are outdoor gatherings and the number of participants are restricted through by the NSW Government.

Our education programs (excluding schools and vacation care groups) are adhering to the given limit.

Through our booking process, we can ensure that numbers are capped.

All participants are asked to hand sanitize and practice hand hygiene before, during, and after the program.

### **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.**

Tools and equipment that are used during the program are only handled by one person at a time and disinfected in between every use.

**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.**

Community Programs and activations adhere to the participation restrictions published by the Department of Health.

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/greater-sydney>

School programs adhere to the rules of the Department of Education.

<https://education.nsw.gov.au/covid-19/advice-for-families>

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

These regulations are covered through Department of Planning, Industry, and Environment (from here on DPIE) COVID-19 regulations.

**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.**

n/a

**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.**

Rules about physical distancing are in place and staff and participants informed through posters .

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

These regulations are covered through DPIE COVID-19 regulations.

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

**practical.**

n/a

**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 regulations are covered through DPIE COVID-19 regulations.

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

These regulations are covered through DPIE COVID-19 regulations.

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## **Hygiene and cleaning**

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

Hand sanitizer is available for staff at any time.

Program participants are asked to hand sanitize at the beginning of each program and practice hand hygiene throughout the program.

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

Cleaning products and disinfectant are provided.

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

Bathrooms are stocked and hand sanitizer available throughout the program.

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

All surfaces are cleaned and disinfected after use.

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

We are using methylated spirit to clean all surfaces.

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

Hand Hygiene is part of our Safe Work Method Statement.

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## **Record keeping**

**Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.**

All participants sign in through the Service NSW COVID\_19 Safe App.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

These regulations are covered through DPIE COVID-19 regulations.

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

These regulations are covered through DPIE COVID-19 regulations.

**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 regulations are covered through DPIE COVID-19 regulations.

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

Yes