

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



Your COVID-19 Safety Plan

General

Business details

Business name	WEA Illawarra
Business location (town, suburb or postcode)	Wollongong and Shellharbour
Completed by	Dannelle Robson
Email address	dannelle@weaillawarra.com.au
Effective date	11 October 2021
Date completed	12 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Emails have been sent to staff advising they should remain at home and follow NSW Health guidelines if unwell.

Students returning to the classroom will receive emails advising that they will be required to show evidence of full covid vaccination before return to class. They will also be advised to follow NSW Health Guidelines in the event of becoming a close contact or being unwell.

If a staff member or student attends presents with a high temperature or appears unwell they will be asked to leave the workplace and follow NSW Health Guidelines.

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

Yes

Tell us how you will do this

Emails are provided to staff relating to this information, we have signs around the facility and staff are reminded of these if it appears distancing and mask requirements are not being adhered to.

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

Signs and posters are located on the front door which remains locked until a staff members allows entry, these show requirements of not entering if you are unwell or have been a close contact of a person with covid, vaccination, mask and QR Code requirements. throughout the building is posters for handwashing / sanitising and distancing. We will also be checking temperatures and asking people if they have been close contacts and checking to ensure they have used the QR code to check in and have been fully vaccinated.

Encourage staff to access COVID-19 vaccination.
Agree

Yes

Tell us how you will do this

This has been discussed with staff and they have been advised that in line with NSW Health guidelines and the requirement of schools to have mandatory vaccination staff will be required to be vaccinated prior to returning to work.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

We have signs on classroom doors providing maximum numbers for the room. We will only allow a class to have limited students return at this time. Office space is adequate for the minimum numbers of staff attending each day.

Where it is possible for students to study at home with online support this is being encouraged, allowing students that require additional support and requiring the use of computers to come on site in minimal numbers.

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

We ask people not to congregate in areas, desks are adequately spaced and staff have been advised not to use the lunch room with other people - lunches are staggered or in other areas.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

We will not have too many people on site and they will be reminded to provide adequate space between each other, we also have posters reminding people of this.

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

Agree

Yes

Tell us how you will do this

With limited numbers of people on site and reminding everyone about social distancing we should not have this issue but will advise staff to check this and ask people to move along.

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.

Agree

Yes

Tell us how you will do this

We will ensure masks are still worn, social distancing maintained, leaving doors and window open. Air conditioning vents are cleaned.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor areas are available if suitable.

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

Agree

Yes

Tell us how you will do this

Windows and doors will remain open.

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).

Agree

Yes

Tell us how you will do this

Windows and doors will be left open

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

Agree

Yes

Tell us how you will do this

Regular cleaning will be scheduled

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

Agree

Yes

Tell us how you will do this

We will follow guidelines from NSW Health and NSW Education

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

Signs are placed throughout the building and details have been provided in emails that this is required.

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

Agree

Yes

Tell us how you will do this

Signs are placed throughout the building along with sanitiser.

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

Agree

Yes

Tell us how you will do this

All bathrooms have liquid hand soap and paper towels and hand dryers

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.

Agree

Yes

Tell us how you will do this

Classrooms and public areas are cleaned morning and afternoons

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, customers and contractors.

Agree

Yes

Tell us how you will do this

We have the QR code located all through the building, staff are asking to see this when students enter the building and trainers are asked to check when in class.

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.

Agree

Yes

Tell us how you will do this

This is located at the entrance and front door is locked so that staff can check it has been done on entry.

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.

Agree

Yes

Tell us how you will do this

We have the QR Code concierge website on an ipad for staff to complete these details.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Student attendance is also recorded in class

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

Yes