

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

### General

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	RSPCA NSW - Training Team
Plan completed by:	Adam Farrugia
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### > GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff, visitors and customers who are unwell.	Students: Students are required to complete COVID declarations before attending any face to face classroom sessions confirming they are not unwell. Signage is also placed around classrooms to advise. Staff: Are aware they are not to attend work unwell
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information and training is provided on our internal communications platform @Workplace, via emails and also discussed in muster/staff meetings. Signage is placed in lunchroom / bathrooms to remind staff regarding social distancing and proper hand washing practices. A log is also maintained of any staff who have been tested for C-19 and date cleared
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	If an employee detects cold and/or flu symptoms they must notify their supervisor immediately, stay home and get a medical clearance before returning to work. Employees can access additional annual and/or personal leave options during this period or if self-isolating. Administrative staff are able to work remotely where practicable. People leaders will direct employees to go home if they see them showing signs of illness in the workplace.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Conditions of entry are displayed on front doors of Shelter/Clinic. When circumstances change, our website / social media platforms also advise customers/visitors of the changes to shelter/clinic operations and conditions of entry. Students are also updated via email of any changes.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>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 close proximity where practicable.</p>	<p>Updated 9/12/20 - With the relaxing of the 4 square metre rule in some hospitality venues and the exemption from the rule for education and training facilities, our RTO has decided to continue with the rule of keeping students 1.5 metres apart and keep a 2 square metre rule capacity in any single training room.</p>
<p>Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.</p>	<p>Most staff have their own work areas however we sanitise all high touch areas in between changing staff members and students. All rooms used for training are disinfected before and after training sessions.</p>
<p>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.</p>	<p>Students are all pre booked into courses to limit numbers to appropriate levels. They are all required to sign on at the entry point of the facility to notify of their attendance on site.</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Staff on the team are able to work from home to limit the number of people in the office at any one time.</p>
<p>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.</p>	<p>Staff and students are advised to bring a mask to class. Where there may be minor occasions where 1.5 metres distance is not achievable, such as demonstrating a task with another student, then masks are worn for this time. Students are also advised if they feel more comfortable they may choose to wear a mask for the entire time in training. Staff have also been advised the same.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Lunch areas are marked out accordingly and desk spaces remain 1.5 metres apart. Staff are regularly reminded of this requirement.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p><b>Weekly meetings for our team are conducted via Workplace Video Meeting.</b></p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p><b>No regular deliveries required for our team.</b></p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p><b>Signage installed all over the workplace and within training rooms.</b></p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> <li>• encourage passengers and drivers to spread out, using front and back seats</li> <li>• workers should only handle their own tools and bags where possible</li> <li>• have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>• encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	<p><b>No travel required during work in same vehicle for training activities.</b></p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Social distancing guidelines are enforced and monitored by People Leaders on the site. Meetings are minimised and regularly conducted on teleconference platforms.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitising stations are available and located strategically around the site for use by staff, customers and contractors. All classroom sessions have hand sanitiser available.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Disinfectant and wipes available for all classroom sessions, students wipe down area when complete.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Maintenance team employed to ensure items are stocked and signage available in toilets.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	All staff members are required to clean and disinfect their own workstations daily. Common areas where students attend are cleaned before and after each session.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	F10 disinfectant used and measured to ensure correct dilution. All bottles labelled with correct dilution rates.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves are available for all training staff to use, and regular reminders of hand washing in place.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Attendance records kept for all students on site, as well as all students completing COVID sign in when attending sites.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Staff have been made aware of the COVID Safe App by Management and have been reminded in musters/staff meetings. RSPCA NSW respects that it is a voluntary decision to download the App.
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.	RSPCA NSW is committed to working with NSW Health and SafeWork NSW in relation to a positive case of COVID-19 in our workplaces. Measures are in place for notification and cooperation