

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



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Chakola
Business location (town, suburb or postcode)	Kangaroo Valley NSW 2577
Completed by	Nick Deacock
Email address	info@farhorizons.com.au
Effective date	7 December 2020
Date completed	12 March 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Visitors or guests displaying COVID-19 related symptoms will be excluded entry

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

Property owners will follow appropriate COVID-19 health and well-being measures

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

N/A

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

Conditions of entry including COVID-19 safety plan will be supplied in writing to, and acknowledged by guests, prior to arrival

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 physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Open plan areas used for meetings and dining have shade-cloth walls on at least two or more sides, providing ample natural ventilation. All visitors and guests will adhere to existing/current COVID-19 distancing guidelines

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.

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

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.

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

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

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

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.

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

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.

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

Use telephone or video for essential meetings where practical.

N/A

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

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

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.**

N/A

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

All visitors and guests must adhere to existing/current COVID-19 distancing guidelines

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Initial supplies of hand soap provided. Group coordinator will supply top ups as required.

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

Floor and surface disinfectant and cleaning materials 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.

Initial supplies of hand soap and paper towels provided. Group coordinator will supply top ups as required.

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

Group coordinator must follow existing/current COVID-19 hygiene and cleaning guidelines.

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

Disinfectant solutions as per manufacturers supply and instructions

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

Group coordinator must follow existing/current COVID-19 hygiene and cleaning guidelines.

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

Open plan areas used for meetings and dining have shade-cloth walls on at least two or more sides, providing ample natural ventilation. All visitors and guests must adhere to existing/current distancing guidelines

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Contact details of group coordinator will be retained as per existing/current COVID-19 guidelines. Personal contact details of group members will be retained by group coordinator (for sensitivity and privacy reasons)

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Contact details of group coordinator will be kept secure and will remain confidential and will only be accessed if needed for purpose of contact tracing as required by relevant COVID-19 authorities.

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

Group coordinator will be made aware of the COVIDSafe app

Workplaces should consider registering their business through nsw.gov.au

N/A

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.

SafeWork NSW (131050) will be contacted if, as and when required in relation to a positive case of COVID-19

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

Yes