

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



Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	Northern Inland Academy of Sport
Business location (town, suburb or postcode)	Tamworth
Completed by	Emmelene White
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Effective date	2 August 2021
Date completed	13 September 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

All staff, volunteers, and visitors are to self exclude from NIAS activities should they feel unwell.

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

All staff have been made aware of procedures they must undertake and information to be aware of including:

- Physical distancing

- Mask wearing/cleaning
- Sanitizing
- Managing those who present with illness

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

Staff to discuss individual leave entitlements with NIAS CEO if they are sick or required to self isolate.

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.

Regular communication with staff is maintained to ensure all members working from the office are health and have had no COVID-19 symptoms present. Staff are to operate in line with NSW Health guidelines, including getting tested if they have symptoms.

Encourage staff to access COVID-19 vaccination.

Staff who have not received their first dose have been encouraged to access COVID-19 vaccinations available.

Physical distancing

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.

Each worker have their own specific work tables. Sanitiser is available to all workers in the office. Disinfectant sprays and wipes are made available for any shared office surfaces to be cleaned.

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

Where practical, staff are able to work remotely.

Consider physical, distance or other controls to protect staff and visitors at physical

interaction points such as counters or service desks, to maintain social distancing.

Staff each have their own work tables with physical distancing in between. Access to sanitiser and disinfectant sprays is available and each staff member is to ensure they have their own individual mask. Any visitors to the office enter into the reception area, where they remain on the other side of the service desk.

Support 1.5m physical distancing where possible.

Physical distancing signs are situated throughout the office space and 1.5m distancing is supported in workspace set up.

Use telephone or video platforms for essential meetings where practical.

Video meetings are utilized where practical to minimise the exposure between office staff and external parties.

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

Physical distancing is applied in the office workspace and if reasonable, lunch breaks may be staggered to accommodate individuals.

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

Where deliveries must be made and contactless deliveries are possible, this is encouraged. Invoicing is to be directed online where practical.

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.

No lifts exist within the office building. COVID-19 safe signs are displayed in reception waiting area.

Hygiene and cleaning

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

Alcohol-based sanitiser is available throughout the office, including entry and exit points.

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

Disinfectant is available for use to wipe down workstations, equipment and common area surfaces.

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

Cleaning agents are available in the office for cleaning of various surfaces. In addition, professional cleaners clean the office bi-weekly.

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

Bathroom facilities are stocked with hand soap and paper towel appropriate for its usage.

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

Cleaning agents are available in the office for cleaning of various surfaces. Commonly used areas are able to be cleaned several times per day with appropriate cleaning agents available.

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

All disinfectant solutions are used in accordance with manufacturer's instructions.

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

Gloves to be available for cleaning for all staff members. Appropriate hand washing procedures will be undertaken.

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).

Where possible and practical, doors and windows will be opened to increase ventilation in indoor areas.

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.

QR codes are available throughout the office, including at each entry point.

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 available throughout the office, including at each entry point. Any visitors to the office must show the green tick to confirm they have checked in.

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.

All visitors are encouraged to check in using their mobile device. If this is not possible, a separate person may check them in as a dependent. If this is also not possible, relevant contact details will be collected, and transferred to an electronic format as soon as possible.

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.

Staff are aware that they must follow NSW Health directives if a positive case of COVID-19 has been found at the workplace. SafeWork NSW will be notified.

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

Yes