**28 September 2020**

COVID-19 Safety Plan

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

MAGNETIC PLACES ACTIVATION #1 ReConnection

West Lane car park (3ʳᵈ section south of Charles Hackett Dr), St Marys

KEY
— 1m tall fencing
— 1.8m tall fencing
↔ distance by Rory

MAGNETIC PLACES - RECONNECTION - SITE MAP - 7-10-20
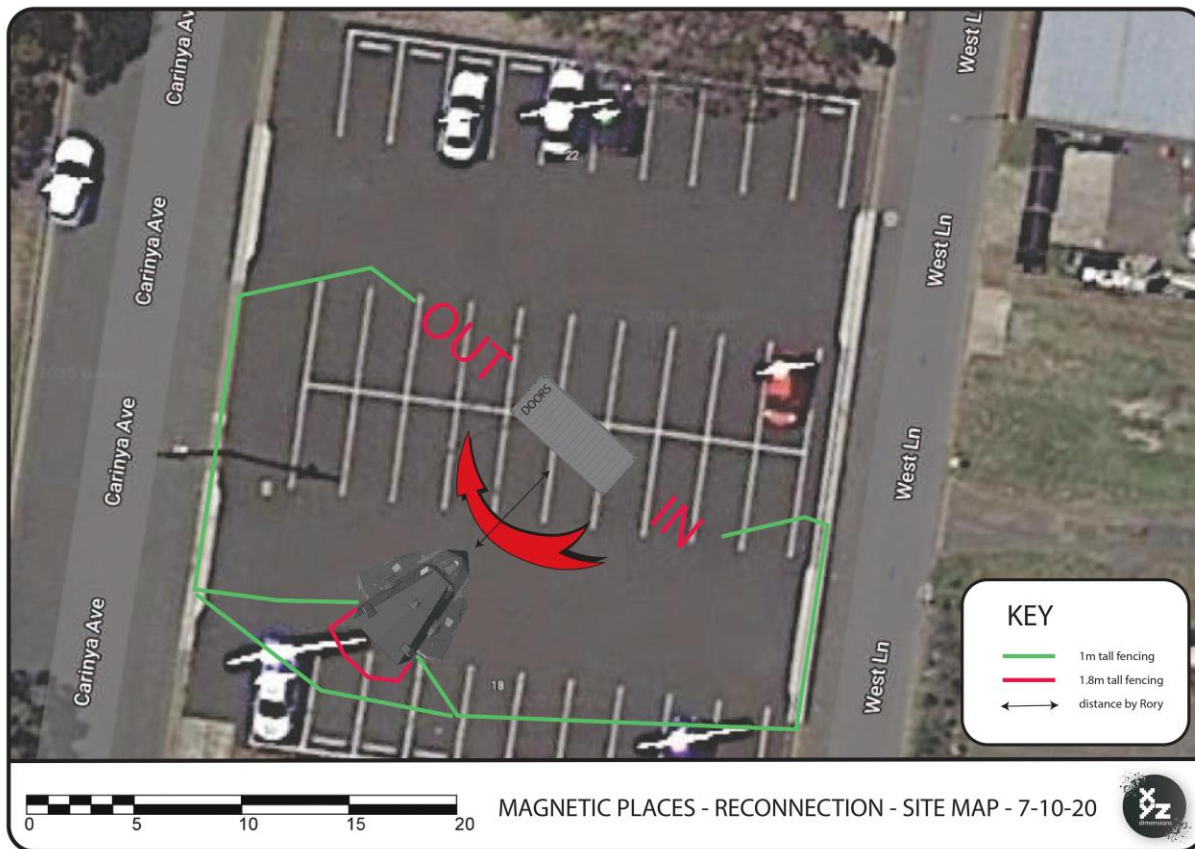
BUSINESS DETAILS
Business name: Penrith City Council
Plan completed by: Donita Hulme
Approved by: Diana Toffoli

REQUIREMENTS	ACTIONS

> REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
Wellbeing of staff and customers	
Exclude staff who are unwell. Identify all workers considered to be 'high risk' i.e. - Aboriginal aged 50+ - Persons aged 70+ - Underlying medical conditions - Underlying med conditions in workers aged 60+ - Pregnant workers	• Staff to be briefed prior to event to ensure no staff attending are unwell • QR codes for checking in by attendees and staff: o Anybody answering yes to screening questions will not be allowed to enter
Provide staff with information on COVID-19, including physical distancing and cleaning.	• Email containing NSW health information to be sent to staff • Staff briefing to be held before event commences • Staff to remind visitors about physical distancing at all Entry points • Refer to General Manager's COVID-19 updates • Note that TMP and TCPs are in place
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	• Comply with PCC staff leave entitlements • Covid-19 medical clearance requirements
Mental Health of Workers	• Regular communication of mental health information for staff and staff who need additional support.
Physical distancing	
Measures in place to avoid crowding and close proximity where practicable	• Cordoning off a defined artwork area (bollards with bunting) • Clearly marked Entry and Exit points beside artwork area • QR code on display at Entry point • One-way system in place to direct people around the space • Signs displayed reminding people to keep 1.5m apart • Team brief and debrief to be 1.5m apart

Monitoring and control of the numbers of workers and residents on site at any given time to allow for physical distancing	• Assign 2 COVID Marshalls to monitor safe movement through the space
	• Adequate staff team of 3:
	   o 1 staff at entry
	   o 1 Staff as COVID Marshall inside space
	   o 1 staff at exit
	   o Live document in use by Entry & Exit staff to control numbers
	• Security staff if required

Calculate floor area of the artwork space to determine the maximum number of people who can safely occupy the space (1 person/ 4m^2)	• Define space to allow for 20 people to be accommodated • Display signage denoting 20 people allowed in defined area • Assign 2 COVID Marshall to ensure numbers are adhered to
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance	• Artwork area to be defined using physical barriers • Entry and Exit points • Adequate path clearance • Ensure enough distance in path of travel for people to turn/change direction
Develop strategies to reduce crowding wherever possible, such as markers on the floor where people are asked to queue	• Mark waiting area for Entry using traffic cones or similar e.g. bunting. • Use floor markings to clearly identify 1.5m distancing for waiting line • Clearly marked Exit point • 1 COVID Marshall to monitor distancing and crowding • 1 Entry staff to advise people to move along and keep distance • Decals indicate 1.5m distance for queuing
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks)	• All staff advised to minimise interactions with other staff • Staff instructed to adhere to physical distancing

REQUIREMENTS	ACTIONS
If staff 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 car air-conditioning to external airflow rather than recirculation
Use telephone or video for essential meetings where practical	• Zoom and Team Meetings in place for briefings before and after event

Hygiene and cleaning	
Sharing of resources between staff and staff must have self-cleaning guidance, sharing between staff and visitors to be avoided i.e. use of pens, electronic devices	• QR code for sign-in at Entry points and immediate surrounds • Physical sign-in only available for visitors without smart phones- sign-in pens to be sanitized after each use, if used • No staff or residents to share any electronic devices or equipment
Provide hand sanitiser at multiple locations throughout the event site	• Available at Entry point • Available at Exit
Adopt good hand hygiene practices	• Staff completion of Covid-19 training • Sanitiser available at all times • Understand that sanitisers can dry out hands
Cleaning up after event	• Nominated staff must wear gloves and wash hands after event

Record keeping	
Staff training records, temperature checks, Covid-19 staff risk assessment questionnaires and first aid incidents.	• Sign-in must be completed upon entry either electronically or on hard copy register • Records will be stored confidentially online and, for physical copies later, secured in locked cupboard in Neighbourhood Renewal (NR) bay at the Civic Centre • Records to be restricted from unauthorised persons
Contact tracing information for Covid-19 infection for staff, visitors and contractors for 28 days. Records securely maintained.	• Staff sign-in • Visitor sign-in • Stored in a locked cupboard in NR bay at Civic Centre
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	• Information included in event briefing • Council internet website searching available to all staff • Residents verbally provided with information about app upon sign-in

Incident Management	
Emergency management including evacuation, visitor or staff unwell.	• 1 staff member assigned as Evacuation Warden and direct people to evacuation assembly area in event of emergency • 1 staff member assigned to call emergency services in event of emergency • Signage clearly shows evacuation assembly area • 1 staff member assigned as main First Aid Officer o First Aid officers to undertake care to keep themselves safe i.e. use of gloves, wear surgical mask and washing hands before and afterwards when providing first aid to others • Fully stocked Covid19 first aid kit containing 2 x surgical masks
Confirmed case of Covid-19	• Escalation of notification to PCC Management for follow up with NSW Health i.e. Contact Diana Troffoli on 0401 623 847 • Diana Troffoli to advise Safework NSW.