

# 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 #5 Our Symphony

Coachmans Park – stage area



BUSINESS DETAILS
<b>Business name:</b> Penrith City Council
<b>Plan completed by:</b> Donita Hulme
<b>Approved by:</b> 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

<p>Exclude staff who are unwell.</p> <p>Identify all workers considered to be 'high risk' i.e.</p> <ul style="list-style-type: none"> <li>- Aboriginal aged 50+</li> <li>- Persons aged 70+</li> <li>- Underlying medical conditions</li> <li>- Underlying med conditions in workers aged 60+</li> <li>- Pregnant workers</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be briefed prior to event to ensure no staff attending are unwell</li> <li>• QR codes for checking in by attendees and staff: <ul style="list-style-type: none"> <li>○ Anybody answering yes to the questions not be allowed to enter</li> </ul> </li> </ul>
<p>Provide staff with information on COVID-19, including physical distancing and cleaning.</p>	<ul style="list-style-type: none"> <li>• Email containing NSW health information to be sent to staff</li> <li>• Staff briefing to be held before event commences</li> <li>• Staff to remind visitors about physical distancing at all Entry points</li> <li>• Refer to General Manager's COVID-19 updates</li> <li>• Note that TMP and TCPs are in place</li> </ul>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> <li>• Comply with PCC staff leave entitlements</li> <li>• Covid-19 medical clearance requirements</li> </ul>
<p>Mental Health of Workers</p>	<ul style="list-style-type: none"> <li>• Regular communication of mental health information for staff and staff who need additional support.</li> </ul>

### Physical distancing

<p>Measures in place to avoid crowding and close proximity where practicable.</p>	<ul style="list-style-type: none"> <li>• Cordoning off a defined artwork area e.g. bollards with bunting</li> <li>• Clearly marked Entry and Exit points beside artwork area</li> <li>• QR code on display at Entry point</li> <li>• One-way system in place to direct people around the space</li> <li>• Signs displayed reminding people to keep 1.5m apart</li> <li>• Team brief and debrief to be 1.5m apart</li> </ul>
<p>Monitoring and control of the numbers of workers and residents on site at any given time to allow for physical distancing.</p>	<ul style="list-style-type: none"> <li>• Assign 1 COVID Marshalls to monitor safe movement through the space</li> <li>• Adequate staff team of 3: <ul style="list-style-type: none"> <li>○ 1 staff at entry</li> <li>○ 1 staff as COVID Marshall inside space</li> <li>○ 1 staff at exit</li> </ul> </li> </ul>
<p>Calculate floor area of the artwork space to determine the maximum number of people who can safely occupy the space (1 person/ 4m<sup>2</sup>).</p>	<ul style="list-style-type: none"> <li>• Define space to allow for 10 people to be accommodated</li> <li>• Display signage denoting 10 people allowed in defined area</li> <li>• Assign 1 COVID Marshall to ensure numbers are adhered to</li> </ul>
<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 rope, table or service counter.</p>	<ul style="list-style-type: none"> <li>• Artwork area to be defined using physical barriers</li> <li>• Entry and Exit points</li> <li>• Adequate path clearance</li> <li>• Ensure enough distance in path of travel for people to turn/change direction</li> </ul>
<p>Develop strategies to reduce crowding wherever possible, such as markers on the floor where people are asked to queue</p>	<ul style="list-style-type: none"> <li>• Mark waiting area for Entry using traffic cones or similar e.g. bunting.</li> <li>• Use floor markings to clearly identify 1.5m distancing for waiting line</li> <li>• Clearly marked Exit point</li> <li>• 1 COVID Marshall to monitor distancing and crowding</li> <li>• 1 Entry staff to advise people to move along and keep distance</li> <li>• Decals to indicate 1.5m distancing for queuing</li> </ul>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<ul style="list-style-type: none"> <li>• All staff advised to minimise interactions with other staff</li> <li>• Staff instructed to adhere to physical distancing</li> </ul>

REQUIREMENTS	ACTIONS
If staff need to travel together in the same vehicle	<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 car air-conditioning to external airflow rather than recirculation</li> </ul>
Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> <li>Zoom and Team Meetings in place for briefings before and after event</li> </ul>

### 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.	<ul style="list-style-type: none"> <li>QR code for sign-in at Entry points and immediate surrounds</li> <li>Physical sign-in only available for visitors without smart phones- sign-in pens to be sanitized after each use, if used</li> <li>No staff or residents to share any electronic devices or equipment</li> </ul>
Provide hand sanitiser at multiple locations throughout the event site	<ul style="list-style-type: none"> <li>Available at Entry point</li> <li>Available at Exit</li> </ul>
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>Staff completion of Covid-19 training</li> <li>Sanitiser available at all times</li> <li>Understand that sanitisers can dry out hands</li> </ul>
Cleaning up after event	<ul style="list-style-type: none"> <li>Nominated staff must wear gloves and wash hands after event</li> </ul>

### Record keeping

Staff training records, temperature checks, Covid-19 staff risk assessment questionnaires and first aid incidents.	<ul style="list-style-type: none"> <li>Sign-in must be completed upon entry either electronically or on hard copy register</li> <li>Records will be stored confidentially and, later, secured in locked cupboard in Neighbourhood Renewal (NR) bay at the Civic Centre</li> <li>Records to be restricted from unauthorised persons</li> </ul>
Contact tracing information for Covid-19 infection for staff, visitors and contractors for 28 days. Records securely maintained.	<ul style="list-style-type: none"> <li>Staff sign-in</li> <li>Visitor sign-in</li> <li>Stored in a locked cupboard in NR bay at Civic Centre</li> </ul>
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	<ul style="list-style-type: none"> <li>Information included in event briefing</li> <li>Council internet website searching available to all staff</li> <li>Residents verbally provided with information about app upon sign-in</li> </ul>

### Incident Management

Emergency management including evacuation, visitor or staff unwell.	<ul style="list-style-type: none"> <li>1 staff member assigned as Evacuation Warden and direct people to evacuation assembly area in event of emergency</li> <li>1 staff member assigned to call emergency services in event of emergency</li> <li>Signage clearly shows evacuation assembly area</li> <li>1 staff member assigned as main First Aid Officer <ul style="list-style-type: none"> <li>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</li> </ul> </li> <li>Fully stocked Covid19 first aid kit containing 2 x surgical masks</li> </ul>
Confirmed case of Covid-19	<ul style="list-style-type: none"> <li>Escalation of notification to PCC Management for follow up with NSW Health i.e. Contact Diana Troffoli on 0401 623 847</li> <li>Diana Troffoli to advise Safework NSW.</li> </ul>