## Covid-10 Safety Plan template

22 August 2020, <https://www.nsw.gov.au/covid-19/safe-workplaces/employers>

Please complete this template for your District Group, adding actions as appropriate for your activities.

Wellbeing of staff and visitors

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| **Guidance** | **Actions** |
| Exclude volunteers and visitors who are unwell. |  |
| Provide volunteers with information and training on COVID-19, including when to [get tested](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/clinics), [physical distancing](https://www.nsw.gov.au/covid-19/social-distancing), hygiene and cleaning. |  |
| Display conditions of entry for any volunteers or visitors (website, social media, entry points). |  |

Physical distancing

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| **Guidance** | **Actions** |
| Be aware of the current restrictions on numbers of people in public gatherings and events. |  |
| Ensure volunteers and visitors maintain a safe distance from each other (1.5 metres) at events and gatherings. If volunteers are at work stations, maintain the safe distance and clean with detergent/disinfectant between use. |  |
| Monitor and control the numbers of volunteers and visitors on site at any given time to allow for [physical distancing](https://www.nsw.gov.au/covid-19/social-distancing). |  |
| Consider barriers or other controls to ensure volunteers and visitors at interaction points stay at a safe distance or a separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant. |  |
| Use telephone or video for essential meetings where practical. |  |
| If volunteers need to travel together in the same vehicle:   * encourage passengers and drivers to spread out, using front and back seats * volunteers 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 volunteers to set the air-conditioning to external airflow rather than recirculation. |  |

Hygiene and cleaning

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| **Guidance** | **Actions** |
| Provide hand sanitiser at multiple locations throughout the workplace. |  |
| Provide detergent/disinfectant surface wipes to clean working areas. |  |
| Ensure bathrooms are well stocked with hand soap and paper towels, and have [posters with instructions on how to wash hands](https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business). |  |
| Clean frequently used areas at least daily with appropriate strength [detergent or disinfectant](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning). Clean frequently touched areas and surfaces. |  |
| Volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. |  |

Record keeping

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| **Guidance** | **Actions** |
| Keep name and mobile number or email address for all volunteers and visitors 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](https://www.oaic.gov.au/updates/news-and-media/covid-19/). |  |
| Volunteers should be made aware of the [COVIDSafe app](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app" \o "COVIDSafe app (https://www.health.gov.au/resources/apps-and-tools/covidsafe-app)" \t "_blank) and the benefits of the app to support contact tracing if required. |  |
| 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](tel:131050) |  |