

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

General

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

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Sydney Alexander Technique
Plan completed by:	Kathy Driscoll
Approved by:	Greg Holdaway

> GUIDANCE FOR BUSINESS

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

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	Actively advice team and students to not attend classes if they feel unwell
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Circulate current information about COVID 19 to all team members
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).	Conidtions of entry will be displayed at the city foyer entrance & on our website

REQUIREMENTS	ACTIONS
Physical distancing	
<p>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 close proximity where practicable.</p>	<p>Level 2 teaching room Max of 8 people Level 1 music room max of 3 people Level 1 office/ library max of 3 people Both kitchens (ground floor and level 1) max of 1 person at a time</p>
<p>Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.</p>	<p>Extra cleaing will be done of door handles and commonly touched surfaces.</p>
<p>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.</p>	<p>Clear signage and monitoring by staff to ensure safe distances between students</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Students can attend online classes or book for face to face classes.</p>
<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 sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.</p>	<p>Regular cleaning with detergent/disinfectant will be doen by teachers.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Staff and students will be requested to maintain 1.5 metres at all times.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>These ar eon offer for students</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>N/A</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>N/A</p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • 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. 	<p>N/A</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Teachers will remind students that the 1.5 metre distancing included areas outside the teaching spaces</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	hand sanitisers will be available at multiple places within the teaching rooms
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Detergent/disinfectant (anf gloves for staff) will be provided for cleaning commonly touched surfaces.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Bahrooms will be well stocked with hand soap, paper towels and insructions of how to wash hands will be placed close to the basin.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Frequent cleaning of commonly touched surfaces, such as door handles, kitchen tops.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	We will use disinfectant a the appropriate strength.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Glvoes will be provided for teachers to use when undertaking cleaning tasks

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors 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.	The entry point of the city teachign room swill have a sign on sheet for COVID record keeping purposes. We will keep the records for more than 28 days.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We will promote the use of the COVID safe app to our staff and students.
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.	We will cooperate with NSW Health, in the situation where a positive case is indentified.