

> 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:	Sutherland Shire Football Referees Association
Plan completed by:	Craig Lister
Approved by:	Committee Of Management

> 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.	Ask visitors if they have COVID19 symptoms and deny entry if they do.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All documentation accessible at https://www.ssfra.org.au/library-1
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable to volunteers
Display conditions of entry for any customers or visitors (website, social media, entry points).	Conditions of entry listed at https://www.ssfra.org.au/library-1

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>Socially distant seating provided to all visitors, numbers never exceed maximum capacity of hall listed at https://www.ssfra.org.au/library-1</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>Specific Jobs and stations allocated to all volunteers.</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>Entry closely monitored by volunteer allocated to door duties.</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Not applicable to volunteers</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>Not applicable as no counters involved</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>No meal breaks are applicable but physically distancing is continually monitored.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>Zoom being used for General Meetings. AGM still under consideration (will need to check NSW Health rules closer to date)</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Not applicable</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>Not applicable</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>Not applicable</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Visitors are encouraged to depart as soon as their reports are filed or equipment collected.</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser is provided at entry and use is enforced.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Not applicable
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Provided by hall owner
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Provided by hall owner
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Provided by hall owner
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Not applicable but volunteers are encouraged to use hand sanitiser frequently

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.	An attendance ledger is provided at the entry and entry is barred until register is complete and hands are sanitised.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Benefits of COVIDSafe app are listed at https://www.ssfra.org.au/library-1
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.	SSFRA Public officer to be the Central point of contact for NSW Health