

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Other businesses and organisations

#### Business details

Business name	Flourish Creative Studio
Business location (town, suburb or postcode)	Albury
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Date completed	3 December 2020

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#### Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Symptom check all staff and visitors to see if they have been feeling unwell. Ask if they have any of these symptoms: fever, cough, shortness of breath, chills, body aches, sore or scratchy throat, headache, runny nose, muscle pain, vomiting, nausea, diarrhoea, or loss of smell or taste. If yes, exclude them from the premises.

Conduct an exposure assessment of staff and visitors. Ask if they have been in contact with a COVID-19 case in the last 14 days. If yes, exclude them from the premises.

Temperature test all staff and visitors at entry door. Anyone who has a temperature of 37.5C or higher are not to be permitted entry and are to be referred to the nearest COVID-19 testing clinic for COVID-19 testing.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

Staff to be aware of COVID-19 symptoms, physical distance by maintaining 1.5m physical distance from others, masks to be worn when physical distancing is difficult to maintain and good personal hygiene to be followed. Wash hands or use alcohol-based hand sanitiser upon entry. All hard services and equipment to be cleaned with detergent and disinfectant before and after each class.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff to be made aware of leave entitlements if they become sick or are required to self-isolate.

**Display conditions of entry for any customers or visitors (website, social media, entry points).**

Conditions of entry for staff and visitors to be displayed at entry point.

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## **Physical distancing**

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 support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

One person per two square metres to comply with government guidelines. Participants to be seated to comply with social distancing. Good hand hygiene to commence upon entry. Masks to be worn when social distancing is difficult.

**Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.**

Class participants to be seated with movement to be kept to a minimum. Each work station to be cleaned with detergent and disinfectant between use.

**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.**

Class sizes to be restricted to comply with government guidelines on physical distancing.

**Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.**

Not applicable.

**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.**

Each work station to be cleaned with detergent and disinfectant between use.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Staff and visitors to maintain 1.5m physical distancing at all times. Movement to be kept to a minimum. Masks to be worn when physical distancing is difficult.

**Use telephone or video for essential meetings where practical.**

Not applicable.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Contactless delivery and invoicing to be requested where practical.

**Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.**

Not applicable.

If staff or workers 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 the air-conditioning to external airflow rather than recirculation or open windows.**

Not applicable.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.**

Visitors to be instructed not to gather outside the premises at the conclusion of classes. They must leave the building immediately.

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## **Hygiene and cleaning**

**Provide hand sanitiser at multiple locations throughout the workplace.**

Hand sanitiser to be located in each room of the premises. Regular use to be encouraged.

**Provide detergent/disinfectant surface wipes to clean workstations and equipment**

**such as monitor, phone, keyboard and mouse.**

Wipes to be located in each room of the premises. Regular use to be encouraged.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.**

Posters with instructions on how to wash hands to be located in bathrooms.

**Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.**

All hard services and equipment to be cleaned with detergent and disinfectant before and after each class.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.**

Disinfectant solutions and wipes to be used in accordance with manufacturer's instructions.

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

Staff to clean before and after each class. Staff to wash hands thoroughly with soap and water after cleaning.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Premises has windows that can be opened to increase natural ventilation. Air conditioner to be used as mechanical ventilation.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, visitors and

contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Record the name and entry time of all staff and visitors. Contact details are provided in the class enrolment process. Any visitors who are not registered class participants are to provide name and contact details and entry time.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

Record of Visitors at Premises form to be completed by all staff and visitors. Disinfected pens to be provided for use.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

Staff to make use of COVID safe app.

**Workplaces should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

Business registered through [nsw.gov.au](https://nsw.gov.au)

**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.**

Staff to cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the workplace.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes