

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



Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	Newcastle University Sport
Business location (town, suburb or postcode)	Callaghan
Completed by	Natalie Tadros
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Effective date	1 November 2021
Date completed	10 November 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

Staff and members advised to remain at home if they are unwell or have been advised to self isolate by NSW Health and are a close contact

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

- Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at every departmental team meeting, via weekly CEO email communications
- Internal Standard operating procedures, including NUsport's COVID-19 Management and Response Standard Operating Procedure
- All staff have completed the Government Infection Control Training
- PPE packs are located at all facilities.
- University Subject Matter Experts provide advice and information updates

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

- Managed internally via management and HR communications to staff

Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

- Managed internally via management and HR communications to staff

Encourage staff to access COVID-19 vaccination.

- Information provided in all staff communications
- Provide access to University Health Vaccination Clinic

Employers must:

- **allow an employee who is a fully vaccinated person to work at the employee's place of residence if it is reasonably practicable to do so.**
- **require an employee who is not a fully vaccinated person to work at the employee's place of residence unless it is not reasonably practicable to do so. An employee who is not a fully vaccinated person must not work at a place other than the employee's place of residence unless it is not reasonably practicable to work at the place of residence.**

staff that are not front line staff, have flexibility to work from home

Physical distancing

Capacity at an office premises must not exceed one person per 2 square metres of space in the premises.

- desks are spaced at least 2 metres apart throughout the office area.
- Encourage staff to stagger the use of communal facilities e.g. meal room, bathrooms

Assign workers to specific workstations. If this is not practical, workstations and shared office

equipment should be wiped down with disinfectant surface wipes between users.

- allocated desks with minimal hot desking.
- Alcohol based hand sanitiser is provided in the office

Use flexible working arrangements where possible, such as working from home or other locations.

staff that are not front line staff, have flexibility to work from home

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as counters or service desks
- between seated groups such as in lunch rooms
- at workstations.

- Desks are spread out throughout the office area.
- Encourage staff to stagger the use of communal facilities e.g meal room, bathrooms

Use telephone or video platforms for essential meetings where practical.

Meetings are scheduled on Zoom and phone calls.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

agreed

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

agreed

Ensure that people maintain physical distancing in lifts and lift waiting areas so far as reasonably practicable; display signs near lifts to advise and recommend physical distancing.

agreed

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Doors and windows will be opened to increase natural ventilation

In indoor areas, increase natural ventilation by opening windows and doors where possible.

agreed

In indoor areas, 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).

- Opening of windows and doors where possible

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

regular scheduled maintenance of all air conditioning systems

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

consulted with a broad stakeholder group including facility management, safety team and health professionals

Hygiene and cleaning

People who are not fully vaccinated or do not have a medical contraindication certificate must wear face masks in indoor areas, unless exempt. Under WHS law, all employers or businesses in consultation with workers and their representatives are required to manage the risk of COVID-19 to workers and others in the work environment. Regardless of vaccination status, employers may deem mask wearing as an appropriate control as part of their COVID-19 Safety Plan.

Masks will be enforced as per the Public Health Orders. Medical exemptions will be verified. Regular information will be supplied to staff and customers in all communications and signage and updated as the public health measures change

Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, including entry and exit points.

- Alcohol based hand sanitiser is provided at the entrance to facilities.
- Hand sanitiser stations are placed in prominent locations with dispensers checked regularly.
- All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.
- Promotion and training programs of regular and thorough hand washing for employees, customer and contractors etc.
- Hygiene and handwashing signage implemented throughout facilities.
- Facilities cleaning, maintenance and waste management will follow operational standard

operating procedures. All staff working within these teams will be trained as per the SOPs and provided PPE

Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.

Disinfectant wipes are available in the office

Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.

- Daily professional cleaning of facilities
- High traffic and communal surfaces, both staff and customer facing, are regularly disinfected.
- Implementation of COVIDSafe Support Officers to provide additional cleaning throughout operations as required.
- Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use

Ensure bathrooms are well stocked with hand soap and paper towels, and consider putting up posters with instructions on how to wash hands.

staff regularly check stock levels throughout the facilities to ensure supply of soap, towels, hand sanitiser and dryers are available.

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

- Daily professional cleaning of facilities
- High traffic and communal surfaces, both staff and customer facing, are regularly disinfected.
- Implementation of COVIDSafe Support Officers to provide additional cleaning throughout operations as required.
- Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use

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

agreed

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

agreed

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

created a QR code that must be scanned prior to entry

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

There will be trained staff stationed at the front desk to check employees have checked in using the QR code. Staff will be encouraged to maintain physical distance.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

An electronic spreadsheet is used to capture contact details if QR codes are not able to be used. This information is only retained for 28 days. A person will not be able to enter the facility unless they have checked in and this is observed by staff stationed at the front desk

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.

agreed

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

Yes