

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



Your COVID-19 Safety Plan

Manufacturing and warehousing

Business details

Business name	Get Smart Promotional Products
Business location (town, suburb or postcode)	Nelson Bay NSW 2315
Completed by	Karen Thomas
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Effective date	2 August 2021
Date completed	15 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

We comply - no staff are allowed to attend the office if unwell. Currently all staff are working from home other than 3 members where it is not practicable for them to work from home. All 3 are in separate office locations and well more than 4 metres apart.

When inducting staff and visitors on site, provide information on how to stay COVID Safe.

No visitors are allowed on site. All couriers must be contactless and leave/pick up parcels outside the door.

Clear signage is placed at entrances, with mandatory QR codes including staff entry. Hand sanitiser and masks placed at all entry points and throughout the office.

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

Regular updates are provided to staff over our Teams channel on COVID-19 procedures, testing, physical distancing and cleaning.

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

Staff leave entitlements are readily available via contacting myself, Operations Manager. Their Leave entitlements are also documented on their payslips.

Display conditions of entry (website, social media, site entry).

Clear signage is placed at entrances, with mandatory QR codes including staff entry. Hand sanitiser and masks placed at all entry points and throughout the office.

We are currently in the process of adding COVID-19 policies to our new website.

Encourage staff to access COVID-19 vaccination.

All staff have been encouraged to obtain a COVID-19 vaccination. Also allowing them time off for vaccination and any occasions of feeling unwell afterwards.

Physical distancing

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

All staff are requested to wear masks from the point of leaving their vehicle and before entering the office. No car pooling allowed under any circumstances unless staff reside in the same premises.

Monitor and manage the number of workers in all areas (based on the 4 square metre rule) where possible.

All staff that have the ability to work from home have been requested to do so. Where

not practicable, the staff working in office reside within a 5km radius of office and are distanced more than 4 metres apart.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times (including at meal breaks).

All staff working in the office have been advised to maintain the 1.5 metres physical distancing rule at all time. No more than 2 staff are allowed in the kitchen area at any one time and they must adhere to 1.5 metre rule and sanitise all areas, coffee machines and appliances on completion of use.

Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.

Storage points for office supplies are checked regularly and there is no issue with overcrowding of supplies or office equipment.

Consider placing markers on the floor to help with physical distancing.

All staff in separate office locations so floor markers not required however we will install in shared areas such as kitchen and common areas.

Use telephone or video platforms for essential meetings where practical.

Communication mediums such as MS Teams and Zoom meetings are actively used and available to all staff at any time.

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

Start times of staff working in the office do currently vary to minimise risk.

Request contactless delivery and invoicing, where practical. Otherwise, drivers should remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.

Contactless delivery and pick ups are in place with hand sanitiser placed at all doorway locations. Drivers and visitors are required to hand sanitise and staff are required to hand sanitiser after picking up any parcels. Parcels are also sprayed with Disinfectant sprays prior to unpacking.

Calculate maximum limits on the number of people within an area, such as offices,

meeting rooms, site sheds, and clearly display the occupancy number at entry points.

The current maximum limit on the number of people within our 280m² office. Meeting room is approximately 25m² and a maximum of 3 people allowed at any one time during COVID. Kitchen and Common area a maximum of 2 people allowed at any one time during COVID. Signage in place at entry points.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Office is located on Level 2 of building - no unexpected gatherings anticipated

Use signage to show the capacity limits for site or office elevators.

Not applicable

Consider what work can be done offsite, such as prefabrication work, or administration work from home.

Over 80% of staff are working offsite with IT equipment and procedures put in place for their work to be carried out from home. Only 3 staff in office to enable IT equipment and receive/dispatch client orders where required.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitisers placed in all areas of the office, entry/exit points, bathrooms and each staff member's office/desks. Signage in bathroom and kitchen areas to remind staff of good hygiene practices.

Ensure bathrooms are well stocked with hand soap and paper towels.

Bathrooms are well stocked with hand soap, hand sanitizer, paper hand towels and disinfectant sprays.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Rubbish bins are emptied regularly.

Have hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.

Hand sanitiser gels and sprays are located at multiple points around office including entry/exit points, kitchen/common areas, bathrooms, meeting rooms, individual offices and all desks.

Trades services should make sure hand washing facilities or hand sanitiser is available in work vehicles for mobile tradespeople.

Not applicable

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

Disinfectant wipes and sprays are provided for staff desks, kitchen/common areas and signage in place to remind everyone to wipe down surfaces regularly or after each use.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.

All disinfectants are 99% effective and all hand sanitisers 75% Ethyl Alcohol.

Wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Cleaners are required to wear gloves when cleaning offices and all staff are provided with soap in bathrooms and kitchen area and encouraged to wash hands thoroughly.

Where reasonably practical, consider methods to avoid sharing items, such as pens and pencils, tools or workstations.

All desks and individual offices are provided with their own stationery items and are trained not to utilise items on other staff desks or locations.

If sharing tools and equipment is unavoidable, clean them with a detergent solution or disinfectant wipes in between use.

Sanitiser wipes and hand sanitisers are provided next to all equipment used by various employees such as office printer and kitchen equipment.

Place signs about physical distancing, hygiene and hand washing practices around the workplace to remind workers.

The official "We're COVID safe" signage is placed in multiple locations around the office and at all entry/exit points

Avoid using drug and alcohol testing methods such as wall mounted breathalysers, that risk cross infection through saliva/respiratory secretions.

None in place in premises

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).

Natural ventilation is enabled with large windows opened to allow fresh airflow throughout office. Recirculation air-conditioning is not utilised at any time and air-conditioning only turned on if inclement weather conditions restrict opening windows.

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.

The NSW Government QR code systems is utilised at all entry/exit points and around the office to ensure all staff sign in/out and visitors/contractors comply before entering premises.

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.

All visitors are required to show the green tick whilst remaining 1.5m+ apart.

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.

In the instance that a person is unable to utilise the QR Code, a clipboard with clean/sanitised pens is located at the entry. These records will be retained for 28+ days and can be provided immediately to authorised officer of NSW Government upon request.

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 agree to cooperate with NSW Health and SafeWork NSW at all times and will notify immediately if we are aware of any positive cases of COVID-19

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

Yes