



[General \(https://www.nsw.gov.au/covid-19/safe-workplaces/employers\)](https://www.nsw.gov.au/covid-19/safe-workplaces/employers) > COVID-19 Safety Plan

# COVID-19 Safety Plan

## All other businesses and organisations

Effective 7 December 2020



### How to complete the COVID-19 Safety Plan

**Record the action/s you will put in place** under all the Safety Plan sections:

- wellbeing of staff and customers
- physical distancing
- hygiene and cleaning
- record keeping.

**Each requirement must be addressed** in each section. If a requirement does not apply to your premises, briefly describe why.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

## Business details

### Business name

Sydney Stereo Camera Club Incorporated

**Business location (town, suburb or postcode)**

Five Dock, NSW

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

**Completed by**

Phil Breaden

Full name

**Email address**

secretary@oz3d.info

We will send a copy of the plan to your email.

**Guidance for business****Wellbeing of staff and customers****Exclude staff, visitors and customers who are unwell.**

at the Club meeting will be required to register using the Service NSW App on their mobile phone or provide contact details upon entry, agree to a contactless temperature test, and declare that they are not showing signs of COVID-19, been in contact with a confirmed or probable case of COVID-19 or visited a declared COVID-19 hotspot in the previous 14 days, nor awaiting the results of a COVID-19 test. Attendees will be required to wear masks at the meeting if required by the NSW Government "

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

The Club does not have any staff. The Committee are voluntary and are actively involved in the COVID safe processes for meetings.

**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).**

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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 physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.**

Seating for attendees at Club meetings will be spaced at 1.5m spacing, with total numbers restricted by the 4m<sup>2</sup> rule. Hand sanitizer will be available at the sign-in table. A Club member will be allocated to oversee check-in, checking temperatures and counting of attendees to ensure maximum number allowed (currently 20) is not exceeded.

**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.**

Spray disinfectant, disposable gloves and paper towels to be made available to wipe down surfaces (bench tops, table tops, door handles, light switches etc) that attendees may have been in contact with at the end of the meeting.

**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.**

See above.

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

Club meetings are monthly (excl December) at a Community Centre. An additional meeting is held remotely (on Zoom) a few nights later for members to attend remotely if precluded from physical meeting due to health or distance reasons.

**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.**

Meeting attendees are reminded of social distancing requirements and disinfectant used to clean surfaces.

**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.**

Seating is provided at 1.5m distances and masks recommended if required by Government. As the Club meetings involve the projection of 3D photographic images and films on a large screen, physical distancing is practical.

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

An additional remote meeting is held after the physical meeting to facilitate involvement in Club activities of members who are unable to attend the physical meeting.

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

N/A

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

N/A

**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.

N/A

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

N/A

## Hygiene and cleaning



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

Hand sanitizer to be available at sign in table - the Club operates in one room only.

### **Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.**

Spray disinfectant, disposable gloves and paper towels to be made available to wipe down surfaces (bench tops, table tops, door handles, light switches etc) that attendees may have been in contact with.

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

Provided by venue owner/responsible persons.

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

Club meetings are held monthly (except December) and last approximately 2.5 hours. Surfaces are wiped down at the end of the Club meeting.

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

Spray disinfectant is purchased from recognised suppliers and not diluted.

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

The Club members responsible for post-meeting cleaning are advised to thoroughly wash their hands.

**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).**

N/A

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## Record keeping

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**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.***

Attendees at Club meetings are required to register with the Service NSW App, or if they do not have a phone, to complete a dated ledger with name, contact phone number and time. The register is photographed at the end of the meeting to provide a digital register, as well as filed.

**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)**

Physical meeting attendance records are kept for Club purposes in addition to COVID-19 requirements. QR codes have also been introduced in 2021 in accordance with COVID-19 contact tracing requirements.

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

The Club has no staff. Members are required to utilise the Service NSW App for COVID-19 registration.

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

The Club intends to register as a COVID-safe business.

**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.**

The Club will cooperate with NSW Health in relation to a positive case of COVID-19 being identified as having attended a Club meeting.



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

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Now that you have finished, send the plan as a PDF to the email address you provided.

**Email as PDF**