

> 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:	Here To There Coaches
Plan completed by:	Rob Sinclair
Approved by:	Rob Sinclair

> 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.	Staff or clients who report or appear to be suffering possible Covid symptoms will be refused travel.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff are up to date on all current procedures, and are updated directly by the management should any changes to policy occur
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff are aware of leave entitlements for sickness, and the need to self isolate if required under the NSW Covid Guidelines.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Display Poster with record keeping in Buses and documentaion on website

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>Here To There are only operating private (non shared) services during the restrictions to ensure "strangers" are not mixed together.</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>Staff, where possible are working from home. No staff members are in contact with each other unless working on the same job, where social distancing regulations are adhered to.</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>Passengers are advised to maintain social distancing from one another, and from the staff at all times.</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>All staff are working from home to minimise contact with others.</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>All staff are working from home to minimise contact with others.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>All staff are working from home to minimise contact with others, where not possible physical distancing regulations are observed.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>Telephone, text, email and allocation app are used at all times to communicate with staff.</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>All staff are working from home to minimise contact with others.</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>Our business has no lifts or travelators.</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>All passengers are advised to observe appropriate spacial distancing and if possible to load their own luggage. If a passenger is unable to handle their own luggage, the driver is to use disposable gloves, and sanitise their hands both prior to and after contact with the luggage. The driver to clean and disinfect all seats and hard surfaces, seat belts etc, at the completion of every transfer. Air Con is to be set to external air flow and where possible, windows to remain open when in transit.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Passengers are advised to maintain 1.5 mtr distancing whilst awaiting a pickup, and at all times while in or around the bus, wherever safely possible to do so</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand Sanitiser is available for all passengers, and all passengers are requested to use the sanitiser upon entry to the bus. The driver is to use the sanitiser both before picking up passengers, and after.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Alcohol wipes, disinfectant and hand sanitiser is available on all buses for both the driver and passengers to use.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	There are no bathrooms on the bus, and all staff are working from home.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	All surfaces in the buses are sanitised after the completion of each transfer
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	All products used for disinfecting and sanitising the vehicles, staff and passengers is appropriate for the use with regard to Covid19
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Each bus has gloves, alcohol wipes, hand sanitiser and disinfectant spray available for driver use. Drivers are all supplied with appropriate masks for the safety of passengers and themselves.

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.	All bookings record the name and contact details for all passengers, and are stored on a secure server.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	All staff have been advised to download the COVIDSafe app. All passengers are requested to do so also.
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.	Here To There Management and Staff have been instructed to comply with all requests from NSW Health and other Government bodies regarding the safety of our staff and passengers. All enquiries regarding tracing are to be forwarded to the office of Here To There Coaches.