

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



Your COVID-19 Safety Plan

Accommodation

Business details

Business name	The Barracks, Tocal
Business location (town, suburb or postcode)	Paterson
Select your business type	Hotels accommodation backpackers hostels dormitories
Completed by	Rennae Coleman
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Effective date	2 August 2021
Date completed	2 September 2021

Wellbeing of staff and customers

Advise staff and visitors who are unwell with COVID-19 symptoms to immediately get tested and place themselves in isolation until they have received their results.

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

Agree

Yes

Tell us how you will do this

Display our Covid Stay Safe Promise.

Advise guests if they experience Covid-19 symptoms, the advice from the NSW Government is to immediately get tested and place themselves in isolation until they have received their results. Advise guests to notify a staff member immediately to ensure isolation and safety protocols are followed.

Provide guests with local medical contact numbers should they feel unwell onsite.

Each room is self contained with own bathroom, kitchenette and living area.

Contactless delivery of breakfast hamper.

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

Agree

Yes

Tell us how you will do this

Display our Covid Stay Safe Promise.

Provide covid-safe training to all our staff and ensure staff follow all safety protocols.

Provide hand sanitiser, masks and gloves.

Ensure social distancing and advise mask rules apply.

Advise staff to notify their manager should they feel unwell.

Advise staff that if they experience Covid-19 symptoms, they must immediately get tested and place themselves in isolation until they have received their results.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

All guests contact details will be captured upon check in via the Service NSW app.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Email recommendations from the NSW Government encouraging staff to access Covid-19 vaccination.

Physical distancing

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Contactless payment options for guests.

Physical distancing for staff and guests.

Check in and confirmation of green tick to occur outdoors.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Display physical distancing signs where applicable.
Ensure staff follow procedures.
Contactless delivery of breakfast hampers.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

Caretaker to monitor surroundings and advise guests of our Covid Safe Plan if required.
Caretaker can only check guests into one room at a time, ensuring physical distancing at all times.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Provide face masks for staff and guests.
Ensure physical distancing and mask rules are followed.
Ensure covid safe procedures are followed.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser available in each room.

Hand sanitiser available in our cleaners storeroom.

Ensure staff follow procedures and advise all to practise good hand hygiene.

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

Agree

Yes

Tell us how you will do this

Each room is stocked with hand soap, sanitiser and paper towel.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Use of cleaning chemicals that are effective against Covid19.

Guest accommodation disinfected between stays.

Cleaners to follow covid safe cleaning procedures which include areas extra cleans on areas such as door handles, remotes, light switches etc.

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).

Agree

Yes

Tell us how you will do this

Where possible windows and doors will be opened to allow natural ventilation in between guest stays.

Each guest room is fixed with it's own air conditioner.

Guests can freely open doors and windows to their room during their stay.

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, customers and contractors.

Note: QR code check-in is not required for people staying overnight who have checked in with reception, or for residents.

Agree

Yes

Tell us how you will do this

Upon check in to The Barracks and prior to entering our rooms guests are required to sign in using the Service NSW app. We request they download this app prior to arrival.

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.

Agree

Yes

Tell us how you will do this

QR code is provided to guests upon check in.

Staff must follow procedures to ensure guests have checked in with the Service NSW app and can show the green tick before proceeding to the room.

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.

Agree

Yes

Tell us how you will do this

Staff to follow procedures to gain contact details and enter them into a saved spreadsheet which can be made readily available.

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

Yes