

**> 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)	957 Tocal Road, Paterson NSW 2421
Select your business type	Hotels accommodation backpackers hostels dormitories
Completed by	Rennae Coleman
Email address	thebarracks@tocal.com
Effective date	2 August 2021
Date completed	5 October 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 on website and in room compendiums
Our Terms and Conditions which are received upon booking confirmations state if anyone is unwell leading up to the visit, they are not permitted to attend and to please reschedule.

Advise guests verbally 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 local medical contact numbers in room compendiums.

Each room is self contained with own bathroom, kitchenette, living area and heating/cooling systems.

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 'procedures' which include Covid-safe measures to caretaker, cleaners and all staff requesting they 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 insolation 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

Guests details are captured through our booking program Little Hotelier.

Upon check in guest's contact details and arrival time will be captured within the Service NSW app as part of our 'check in' procedures.

All staff, maintenance contactors and delivery drivers will also be required to sign in with 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 vaccinations. Provide links to vaccination information. Communicate to all staff that vaccination is encouraged for the safety of staff and guests.

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 prior to arrival.

Procedures provided to staff stating physical distancing rules.

Check in and welcome to site is conducted outdoors.

Covid Stay Safe Promise included in room compendium stating physical distancing is required.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Display physical distancing signs when and where applicable.

Request guests do not congregate on the verandah or in the carpark, caretaker to monitor.

Contactless delivery of breakfast hampers.

No access to the pool or tennis courts at Tocal College is allowed.

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 must only check guests into one room at a time, ensuring physical distancing at all times.

If further assistance is required, Homestead staff can be called upon or Duty Officers for After Hours.

All guests must enter and exit via the white picket fence Tocal Homestead entry at 957 Tocal Road, Paterson.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We have read the information provided here - <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>

We will regularly inspect, maintain and clean heating, ventilation and air conditioners. Ensure exhaust fans are operational.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Caretaker to follow procedures and complete 'Welcome to site' and check in process outdoors.

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

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.

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

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).

Agree

Yes

Tell us how you will do this

In addition to maximising the intake of outside air and reducing the recirculation of air with air conditioners, we will:

Encourage guests to explore our site outdoors, reducing the length of time that people spend indoors.

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

Agree

Yes

Tell us how you will do this

The air conditioners in our rooms are regularly serviced.

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

Agree

Yes

Tell us how you will do this

We have our own building expert on site, Rod Morris, who we can contact in terms of increasing ventilations where required. It needs to be noted that as a historic building we cannot adjust the ventilation in our buildings.

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 all staff.

Provide complimentary face masks for guest use if required.

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 and hand soap is available in each room.

Hand sanitiser is available in our cleaners storeroom.

Good hand hygiene posters on display.

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.

Caretaker and cleaners can re-stock when low.

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 Covid-19.

Guest accommodation disinfected between stays.

Cleaners to follow covid-safe cleaning procedures which include final clean of frequently touched areas such as door handles, remotes, light switches etc.

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

Procedures are in place for staff to follow when checking in guests.

QR code will be provided on guest arrival.

Our procedures state:

- Guests must sign in using the Service NSW QR code & staff member must sight the green tick
- Guest must show photo ID (driver's licence) to staff member to ensure they are not from a locked down LGA.
- Guests must also provide valid proof of vaccination to staff member□

Valid forms of vaccination proof are:

- A Covid-19 digital certificate displayed through the Medicare App, Service NSW App or equivalent smartphone wallet
- Printed version of the COVID-19 digital certificate or immunisation history statement
- Successful completion of a Service NSW QR check-in that includes vaccination confirmation

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

A name, contact number and arrival time for all staff, contractors and guests that are not able to check in will be written on paper. Admin staff will then input this into a spreadsheet, and keep this information for 28 days.

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

Yes