

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



Your COVID-19 Safety Plan

General

Business details

Business name	CB Alexander Foundation (Tocal Homestead)
Business location (town, suburb or postcode)	Paterson
Completed by	Tess Neilson
Email address	tess.neilson@dpi.nsw.gov.au
Effective date	11 September 2021
Date completed	5 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Signage will be displayed at entry of premises as well as verbally asking visitors if they are unwell on the day of their visit, or if exhibiting any cold or flu-like symptoms then to

please visit another day. In confirmations of bookings there will be a disclaimer that says if anyone is unwell leading up to the visit, they are not permitted to attend and to please reschedule.

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

An internal document will be created for all staff and circulated by email, that outlines when to get tested, physical distancing, wearing masks, and cleaning rules. This will also be communicated verbally at a meeting or over the phone.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Displaying conditions of entry via laminated signage created both internally and signage by the NSW Government, at entry point. Record keeping of visitation is done via the Service NSW app. We also keep a record of details of those who visit for up to a year.

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 external businesses who use our site (Sprout Catering, Timbernook & Photographers), will have their own Covid Safe Plans and be responsible for all their visitors and guests while operating on our site. A copy of their plans will be requested and reviewed before they enter our site. A copy of our plan will be provided to these external businesses and available on our website.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Provide staff with links to Covid vaccination information. Communicate to all staff that vaccination is for the safety of them, as well as our visitors.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Signage has been placed inside buildings/rooms outlining the maximum amount of distance needed to be adhered to. Volunteers roam premises to ensure this is being adhered to.

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

Signage has been placed inside buildings/rooms outlining the maximum amount of distance needed to be adhered to. Volunteers roam premises to ensure this is being adhered to. Staff will verbally communicate to visitors to please keep their 1.5m distancing.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Volunteers and staff will monitor areas of congestion to ensure this does not occur, where possible.

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

Our site doesn't allow for gatherings to occur outside the premises and there is a main road. All potential gatherings like parking bays can and will be monitored by staff.

Ventilation

Review the COVID-19 guidance on ventilation available on NSW Government 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>

Outdoors seating will be used for the Visitor Centre, with no indoor seating allowed. We will improve ventilation by:

- > avoid directing fans towards people's faces, such as by aiming them continuously towards the ceiling or floor. Limit oscillation and turbulence of fans
- > regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems
- avoid using only recirculated air in HVAC systems, and increase the outside air intake
- consider disabling ventilation controls with automated settings that reduce air supply based on temperature or occupancy
- > ensure exhaust fans are operational if in place.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Ensure guests use outdoor seating only by blocking off or removing indoor seating in the Visitor Centre. All other seating is outdoors.

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

Agree

Yes

Tell us how you will do this

Will open all doors and windows where possible in the Visitor Centre, out-buildings, and Homestead.

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:

- >reduce the number of people in an indoor space at any one time
- >avoid peak activity times and the places where people gather together indoors
- >reduce the length of time that people spend indoors together.

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

Air conditioners across the whole site are being serviced just before re-opening, on Thursday 7th October.

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 historical 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

Face masks will be provided for all staff and customers. A copy of the Public Health Order that outlines the rules around masks will be provided for all staff and customers.

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 will be provided in locations around the venue.

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

Agree

Yes

Tell us how you will do this

Caretaker on site will check hand soap and paper towels each day we are open to the public.

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

All surfaces will be cleaned several times a day with 80% isopropyl alcohol spray, proven to be effective in killing Covid19 germs.

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.

Agree

Yes

Tell us how you will do this

Staff will be trained to make sure that customers and contractors check in using the NSW Government QR code system. Where not possible due to technological limitations, a paper check in copy will be requested, and then entered by the staff with their own phones or the tablets provided.

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

Staff will be trained to make sure they view the green tick before allowing patrons to enter. QR codes will be placed along the entry points.

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 entry point of time for all staff, customers and contractors that are not able to check in will be written on paper. Admin 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