

COVIDSafe Plan

Business name: My Special Child

Plan completed by: Tamara Hughes

Date reviewed: 10th November 2022

1. Ensure physical distancing

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers
- There is no more than one person per two square meters of publicly available space indoors
- Informing workers to follow current public health directions when carpooling

2. Wear a face covering

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own
- Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- Inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
- Wear a mask where 1.5m socially distancing is not possible.

3. Practise good hygiene

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Soap and hand sanitiser available for all workers and attendees throughout the event and encourage regular hand washing.

4. Keep records and act quickly if workers become unwell

- Identify and notify close contacts in the event of a positive case attending the event during their infectious period
- Have a unique QR code for each event (where required), ensuring all check-in for the event, including staff and volunteers.
- Contact relevant authorities and notify the actions taken, and contact details of any close contacts
- If instructed to close by relevant govt. dept., refund attendees and/or offer alternative event.
- Having a plan to re-open your workplace once agreed by relevant authorities and notify workers they can return to work
- Keep records of all people who enter the workplace for contact tracing.
- Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate

5. Avoid interactions in enclosed spaces

- Moving as much activity outside as possible eg. Lunch, breaks
- Enhancing airflow by opening windows and doors