

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



## Your COVID-19 Safety Plan

### Other businesses and organisations

#### Business details

Business name	Rose Cottage Childcare
Business location (town, suburb or postcode)	LEICHHARDT
Completed by	Tara Kelly
Email address	<a href="mailto:admin@rosecottagecc.com">admin@rosecottagecc.com</a>
Effective date	7 December 2020
Date completed	4 January 2021

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#### Wellbeing of staff and customers

##### **Exclude staff, visitors and customers who are unwell.**

Policies are in place for staff and children/families to ensure that when unwell they do not attend or come into work. Most times requiring a doctors certificate for clearance to return and evidence of a COVID test result if this had taken place.

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

Relevant documents and advice from NSW Health and other authorities guide staff on information relating to COVID-19 and how to manage this. Including but not limited to

looking for symptoms and getting tested if these symptoms are present, maintain physical distance of 1.5m with each other at work, for parents when at the service, and doing so when not at work and out in public. Following guidance from the government in regards to wearing masks and when needed. Cleaning procedures are followed as per our policies and more added to protect everyone such as hand sanitiser, door handles cleaned regularly and other surfaces shared.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

All staff are aware as per discussions and payslips of sick leave entitlements and responsibilities as per service policy if they are sick.

**Display conditions of entry for any customers or visitors (website, social media, entry points).**

Masks must be worn by outside visitors coming into the service (parents, volunteers, students) and use hand sanitiser/alcohol rub upon entry and again when leaving.

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## **Physical distancing**

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 support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Mask wearing for all parents and visitors coming into the service, parents are asked to limit time spent at the service (no longer than 10 minutes to drop off or collect children) use hand sanitiser/alcohol rub when entering and then leaving, staying home if unwell and asking other family members to collect children, making us aware if anyone in the household has been tested for COVID-19 and providing us with results for this. Hand washing at many times throughout the day is essential for all staff members working at the service.

**Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.**

Cleaning with detergent and sanitizing at many intervals through the day

**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.**

Outdoors as much as possible, smaller service means less people on site at the service so easier to manage. Staggered lunch breaks to manage people in staff room at once.

**Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.**

Unable to work from home as essential service (early childhood service)

**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.**

Keeping 1.5 m distance and using face masks for this

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

As above for meal breaks and using outdoor spaces more regularly where possible

**Use telephone or video for essential meetings where practical.**

Zoom meetings introduced across the year rather than face to face meetings each time. Spacing out 1.5m apart when having face to face meetings.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Contactless deliveries for all goods and services

**Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever**

**practical.**

Not applicable

If staff or workers need to travel together in the same vehicle:

- **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 or open windows.**

Not applicable

**Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.**

Reduce or limit gatherings outside the service, including any excursions to places other than nature spots/reserves/parks outdoors

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## **Hygiene and cleaning**

**Provide hand sanitiser at multiple locations throughout the workplace.**

Front entrance, hallways, rooms and bathroom

**Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.**

Spray and cloths including wipes to clean surfaces and touch points

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.**

Regularly stock is filled in all bathrooms

**Clean frequently used areas at least daily with detergent and disinfectant. Clean**

### **frequently touched areas and surfaces several times per day.**

Twice per day all areas are cleaned and disinfected. Other points touched more frequently cleaned more often

### **Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.**

Always in accordance to instructions

### **Staff should wash hands thoroughly with soap and water before and after cleaning.**

Always following policy and hand washing procedures

### **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).**

Windows and doors opened for flow of air in all rooms where possible reducing use of air conditioning/recycled air

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Written records currently for all visitors

### **Ensure records are used only for the purposes of COVID-19 contact tracing and are**

**collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

Written records only currently

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

Yes this has been done

**Workplaces should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

This is being done in 2021

**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.**

All staff aware of this if any positive cases of COVID-19 are present

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

Yes