

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

## Your COVID-19 Safety Plan

### Zoos, reptile parks and aquariums

#### Business details

Business name	Tamworth Regional Council - Marsupial Park
Business location (town, suburb or postcode)	Tamworth
Completed by	Hugh
Email address	<a href="mailto:h.leckie@tamworth.nsw.gov.au">h.leckie@tamworth.nsw.gov.au</a>
Effective date	22 October 2020
Date completed	26 October 2020

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#### Wellbeing of staff and customers

##### **Exclude staff, volunteers, contractors and visitors who are unwell.**

Staff and volunteers instructed to not come in if unwell.  
If staff see an unwell person they are to ask them to leave.

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

Information about Covid-19 has been distributed to staff and signs installed relating to social distancing and hygiene.

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

People and Culture have distributed information to staff about leave entitlements.

**Display conditions of entry (website, social media, venue entry).**

Signs installed.

Website and social media amended.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Restaurants and cafes**
- **Conference and function venues**
- **Cinemas and theatres**

The park does not have these facilities.

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## **Physical distancing**

**Capacity must not exceed one visitor per 4 square metres of publicly accessible space (excluding staff).**

Free Flight Aviary max number 10

Kangaroo Interactive area max number 10

Wallaby Interactive area max number 10

**Consider implementing a time-based booking or ticketing system during anticipated busy periods.**

Park is free, no booking system used.

Online visitor info.

**Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.**

Signs to be installed relating to max numbers.

**Tours should involve no more than 30 people per group. Support physical distancing at any events that may attract crowding, such as animal shows or public animal feeding.**

No tours available.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue or at popular animal exhibits.**

Signs to advise 4m<sup>2</sup> and 1.5m rules

**Move or remove seating and tables as required to comply with physical distancing where possible. Household or other close contacts do not need to physically distance.**

Most tables are separated.

Rotary Shelter signs to advise of the number of people to use tables. Signs for tables which cannot be used.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.**

Signs installed advising people of social distancing.

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

In use where practical.

**Where reasonably practical, stagger start times and breaks for staff members.**

Only one staff member on site.

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

No regular deliveries.

Staff collect when supplies are required.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Signs installed advising people of social distancing.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if**

**crowding on public transport may occur.**

No public transport available.

**Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.**

Staff and volunteers are following physical distancing requirements when schools visit.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Signs relating to hand washing.

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

Cleaners top up daily.

**Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Cleaning of gate handles every 3 hours (8am, 11am, 2pm)

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

Use premix cleaners or follow instructions.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Use disposable gloves when cleaning BBQs and gate handles.

**Encourage contactless payment options.**

Park is free.

**If interactive exhibits are open, ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.**

Signage for hand cleaner.

**Consider removing printed guides and pamphlets, and replacing with downloadable guides or audio guides that can be accessed via a visitor's personal device where this is practical.**

Remove pamphlets and comments book.

Provide comments online.

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## **Record keeping**

**Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

Signage with QR code at entrance.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Discuss Covid App with staff and volunteers.

**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.**

Council will cooperate with NSW Health when asked.

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

Yes