

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



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Tamworth Regional Council Pound
Business location (town, suburb or postcode)	Tamworth
Completed by	Ross White
Email address	r.white@tamworth.nsw.gov.au
Effective date	7 December 2020
Date completed	11 January 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Entry to the pound is by meet and greet by staff at the main gate, Covid -19 warning signage at entrance advising patrons if they are unwell not to attend to the pound, patrons area assessed prior to entry into pound facility. Staff advised if unwell to not attend work.

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

Staff have been team meetings on managing Covid-19.

Council has produced a range of Covid-19 campaign resources, which are used along with resources available from State and Federal Government Agencies.
General Hygiene practices and handwashing posters are displayed in facility.
Social distancing signage displayed.

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

Staff informed of Covid-19 and general illness leave arrangements through emails and team talks.

If a staff member does not have sufficient leave entitlement for self isolation and being unwell, they are able to access other accrued leave. Special leave (paid or unpaid) will be considered should all other leave types be exhausted.

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

Conditions of entry displayed at main gate of facility

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.

All rooms have been calculated and signage placed up advising of number of people allowed in each at one time.

Access to pound is limited to one family group at a time.

Signage displayed advising social distancing to be maintained.

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.

Staff have specific work stations and area cleaned on regular basis

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.

Other than employees at site, all patrons must sign in to pound facility on entry, access limited to one family group or person at a time.

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

Staff numbers limited to the permanent staff at pound.

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.

No access to pound until met by staff member.

All transaction carried out outdoors or under carport area, Area cleaned after each patron attended site.

Limited access to the office area.

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.

Staff desk are separated 1.5m in office area.

Interaction with the general public is limited by access to pound.

Use telephone or video for essential meetings where practical.

Telephone and video are utilized where practical, when meetings must be held, limited to those staff required and conducted in areas where staff are able to physical distance.

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

No deliveries conducted at pound, maintenance programs conducted are signed in and electronic invoices issued by company.

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 no lifts or travellators at pound, entry to pound limited by staff.

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.**

Pound uses a front seat van - officers clean hand touch areas at the end of each shift, officers have access to hand cleanser in vehicle - Officers encouraged to use external A/C.

Officers encouraged limit time in vehicle together.

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

Staff members are to maintain social distancing at any time at pound as to the Covid- 19 risk assessment for the pound.

Allowed access groups (education TAFE) must comply with Councils and their risk assessment, all activities that cannot be conducted in the room limits are to be conducted outdoors and at the physical distancing requirements.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitizers supplied to staff for facility and for vehicles.

Provide detergent/disinfectant surface wipes to clean workstations and equipment

such as monitor, phone, keyboard and mouse.

Surface wipes and disinfectant supplied to staff

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

Hand washing poster displayed on site

Facility supplied with soap and paper toweling.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Officer area cleaned and mopped on a daily basis.

Each officer has an individual work station and cleaned on a regular basis

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

All disinfectant used in accordance with manufacturers instructions.

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

Staff maintain a hand washing program when conducting any activity at the pound.

Staff have access to hygiene latex gloves for work purposes

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 where possible are opened, all air conditioner systems are used

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.

QR code in place for contactless recording, all contractors, visitors either to use QR code or sign in form placed at main gate.

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

Signed entry forms collected and maintained by staff at pound.

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

Staff informed of the benefits of the COVIDSafe app.

Workplaces should consider registering their business through nsw.gov.au

Conducting registration

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.

Staff advised to cooperate with NSW Health.

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

Yes