

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



Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	North NS Conference Seventh-day Adventist Church
Business location (town, suburb or postcode)	112 Lake Road Wallsend
Completed by	Jodie Bird
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Effective date	1 November 2021
Date completed	16 November 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

All staff, volunteers and visitors to the site are refused entry if unwell.

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

Sign, emails and briefings have educated all staff with information about COVID-19, when to get tested, physical distancing, hand hygiene, cleaning and the wearing of masks.

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

Staff are to take sick leave if unwell or required to self-isolate.

Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

Regular emails and briefings are sent to remind staff of how to handle a number of COVID situations.

Encourage staff to access COVID-19 vaccination.

North NSW Conference Church Company does not mandate vaccination for staff and allows freedom of choice. However, the world church has released a statement that can be viewed <https://www.adventist.org/official-statements/immunization/>

We encourage responsible immunisation/vaccination and value the health and safety of the population.

Employers must:

- **allow an employee who is a fully vaccinated person to work at the employee's place of residence if it is reasonably practicable to do so.**
- **require an employee who is not a fully vaccinated person to work at the employee's place of residence unless it is not reasonably practicable to do so. An employee who is not a fully vaccinated person must not work at a place other than the employee's place of residence unless it is not reasonably practicable to work at the place of residence.**

Employees, both vaccinated and unvaccinated are encouraged to work from home until the NSW road map for relief from lockdown deems it safe. Workers are allowed to work from the office if it is not reasonably practicable to work from home.

Physical distancing

Capacity at an office premises must not exceed one person per 2 square metres of space in the premises.

Each space in the office is safe for workers to operate physically distanced.

Assign workers to specific workstations. If this is not practical, workstations and shared office equipment should be wiped down with disinfectant surface wipes between users.

Workers in office are assigned their own stations that are not shared.

Use flexible working arrangements where possible, such as working from home or other locations.

Workers are encouraged to be as flexible with their working arrangements as reasonably practicable.

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as counters or service desks
- between seated groups such as in lunch rooms
- at workstations.

Physical distancing is encouraged and imposed whilst working in the office.

Use telephone or video platforms for essential meetings where practical.

Virtual meetings are encouraged as far as reasonably practicable.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff luncheon at their scheduled timeframe and as it suits their schedule.

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

Deliveries and postal matters are handled in a contactless manner. A doorbell has been installed.

Ensure that people maintain physical distancing in lifts and lift waiting areas so far as reasonably practicable; display signs near lifts to advise and recommend physical distancing.

Not applicable

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Air conditioning units cleaned and in working order. Each work station is also well naturally ventilated.

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

Natural ventilation is available in all stations.

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).

Unit serviced.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Unit serviced

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Not applicable

Hygiene and cleaning

People who are not fully vaccinated or do not have a medical contraindication certificate must wear face masks in indoor areas, unless exempt. Under WHS law, all employers or businesses in consultation with workers and their representatives are required to manage the risk of COVID-19 to workers and others in the work environment. Regardless of vaccination status, employers may deem mask wearing as an appropriate control as part of their COVID-19 Safety Plan.

Face masks are provided for all staff both disposable and washable.

Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, including entry and exit points.

Hand sanitiser is provided at every station.

Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.

80/20% alcohol-based cleaning solution provided at every station with disposable paper towel.

Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.

High contact surfaces cleaned regularly.

Ensure bathrooms are well stocked with hand soap and paper towels, and consider putting up posters with instructions on how to wash hands.

All bathrooms are well stocked and instructional handwashing posters are displayed.

Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas

and surfaces several times per day.

Each station is cleaned regularly along with frequently touched surfaces.

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

80% alcohol (methylated spirits) 20 % water for emulsification. This is hospital grade.

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

Personal Protective Equipment is provided all staff for cleaning and safety.

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, volunteers, visitors and contractors.

QR code is displayed at all entrances and is a condition of entry.

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.

The receptionist is responsible for this and also monitoring the regular check-in system.

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.

The regular check-in system takes care of this requirement.

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.

Cooperation with NSW Sate is a priority for NNSW Conference

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

Yes