





# General | COVID-19 Safety Plan

Resources and guidance for developing a COVID-19 safety plan if your business or industry does not have a specific safety plan, including crematoria and funeral homes.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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**Effective 15 December 2021**

## Business details

**Business name**

Austrain Academy

**Business location (town, suburb or postcode)**

If your business has multiple premises, complete a Safety Plan for each location.

North Wollongong

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## Wellbeing of staff and customers



**Exclude people who are unwell from the premises.**

### Explain how you will do this

vaccinated and who do not have a valid medical exemption. Any health records obtained for this purpose will be kept securely and only disclosed to authorised personnel. See our Privacy Policy available at <https://www.austrainacademy.com.au/info/our-policies>  
This plan and other information on entry requirements is communicated at entry and via electronic means prior to visiting.

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

### Explain how you will do this

to stay safe/testing/self-isolation rates  
Austrain Academy will refer to this COVID-19 Safety Plan and the latest risk assessment advice available at <https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-riskassessment-business-community-settings.pdf>

**Display conditions of entry such as requirements to stay away if unwell.**

### Explain how you will do this

At entry door and also at reception and we have a COVID notice on our website. Entry requirements also communicated via email/SMS prior to onsite attendance. Current entry requirements include sign in via Service NSW (when required by PHO- optional at other times) & compulsory Austrain Academy QR code and optional wearing of masks.

To attend Austrain from November 2021 a student / visitor will be required to be

**Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.**

### Explain how you will do this

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We consulted with staff and students on vaccination status via survey and email. WHS Policy updated to reflect risk mitigation requirements. All current staff provided accepted documents to confirm fully vaccinated status. Covid vaccinations Vax Toolkit emailed by NSW Gov on 3.9.21 printed and displayed throughout venue to encourage vaccine uptake.

## Physical distancing



**Support 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Explain how you will do this**

In the event of an applicable PHO, we are permitted to provide education on-site if it is not possible to do it at home / in the workplace. Whilst education is exempt from the 4sqm rule, physical distancing of 1.5 meters will be maintained where practicable.

Where possible, classes will be held remotely / postponed.

When students must come onsite for critical skills training, we have elected to

**Avoid congestion of people in specific areas where possible.**

**Explain how you will do this**

We have implemented social distancing within the workplace and distanced and measured space between work areas to comply with the public health information. Signage is posted throughout the venue on hygiene and physical distance requirements and has been communicated via emails.

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

**Explain how you will do this**

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We have marked the immediate area directly outside the main entry to comply with social distancing requirements.

## 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> (<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.

### Explain how you will do this

Adequate ventilation is ensured by: we have a large, well-ventilated space with fresh air available via entry & roller door, and roof ventilation. Fans are installed and reverse cycle air conditioning will be used only when a single person is utilising the space. Air conditioning is serviced and inspected regularly.

### Use outdoor settings wherever possible.

### Explain how you will do this

N/A as cannot locate training facilities outside.

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

### Explain how you will do this

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Windows and doors are open where possible and roof ventilation is utilised to circulate fresh air.

**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).**

**Explain how you will do this**

As above. Fans are also installed to circulate fresh air.

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

**Explain how you will do this**

Air conditioning is serviced and inspected regularly.

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

**Explain how you will do this**

Not required as we have adequate ventilation.

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## Hygiene and cleaning



**Businesses can require workers and customers to wear face masks in line with their face mask policy.**

### Explain how you will do this

Face masks are optional for staff and students inside the premises. We will comply with any PHO mask mandate.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

### Explain how you will do this

Hand sanitiser is available at every workbench, at every student desk and at every staff work placement.

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

### Explain how you will do this

Bathrooms are well equipped with warm running water, soap and disposable hand towel.

Signage on correct handwashing procedures have been installed.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day, and clean tables, chairs and any table settings between each customer.**

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## Explain how you will do this

We have enhanced cleaning and sanitising procedures and these are clearly explained and visual instructions are posted throughout the premises. Ample supplies of cleaning / sanitising products and facilities are provided throughout the premises. Cleaning and sanitising of all surfaces are conducted at the end of every day by the last staff member to leave the premises and more frequently when visitors /

## Record keeping ^

**Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.**

## Explain how you will do this

All persons entering the premises for the first time sign the Infectious Disease declaration form. These documents are then scanned to file to the student management system and the paper copy is shredded. Austrain Academy attendance / sign in is via a QR code to reduce contact and this sign in asks health screening tests. We will continue to have the Service NSW QR code sign in available for all

**Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.**

## Explain how you will do this

Austrain Academy will comply with all requirements outlined in the advice above and any subsequent advice provided by the NSW government and it's departments.

**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 if a worker has tested positive.**

Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> Top ↑

**(<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.**

**Explain how you will do this**

Austrain Academy will comply with all requirements outlined in the advice above and any subsequent advice provided by the NSW government and its departments.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 15 December 2021