

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

Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	Our Lady of the Angels Parish
Business location (town, suburb or postcode)	North Kellyville
Completed by	Geraldine Farrugia
Email address	<u>parishoffice@ourladyoftheangels.org.au</u>
Effective date	1 November 2021
Date completed	9 November 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

- Parish staff have sick leave available for them to access and are reminded that they should not be attending work while unwell.
- Post reminder signs at the Parish office for visitors, contractors and volunteers to not enter the office if unwell.

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

- Included COVID-19 information as a standing item in staff and volunteers' meetings and use information in authorised government websites to share information.

- Print and post COVID-19 guidelines and flyers in parish office premises
- Parish has sent information and health authorities' links via emails / reminder emails to staff and volunteers.

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

Any agreement made between the employer and employee are recorded / agreed in writing.

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.

- Parish staff have sick leave available for them to access and are reminded that they should not be attending work while unwell.
- Posted reminder signs at the Parish office for visitors contractors and volunteers to not enter the office if unwell.

Encourage staff to access COVID-19 vaccination.

- Parish staff have been encouraged by Diocesan Bishop and Parish Priest to attend a medical centre or vaccination hub to receive the Covid-19 Vaccination.

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.**

The Parish (the Employer) allows 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.

The Parish requires 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.

Physical distancing

Capacity at an office premises must not exceed one person per 4 square metres of space in the premises.

The Office space is 50 square metres.

3 staff members reside in private offices.

2 staff members sit in a space no smaller than 25 square metres.

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.

All staff members sit in their own work spaces and use their own equipment.

Common equipment including photocopier, kettle and fridge are wiped between users with provided disinfectant wipes.

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

Staff members have been advised and given the opportunity where possible to work from their place of residence.

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.

Staff are encouraged to eat lunch at their workspace.

Staff meetings are held in the Meeting Room where all members of staff are at least 1.5 metres in distance from each other.

Use telephone or video platforms for essential meetings where practical.

All staff have their own telephone.

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

Staff have flexible work hours and have the ability to start and finish at different times.

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

The Parish Office does not have regular deliveries. The minimal deliveries we do receive, the driver has a designated area to leave the parcels.

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.

The Covid-19 Guidance on Ventilation has been read and printed. All staff members are aware of this and a copy is available upon request.

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

The Parish office has 2 external doors, 2 air conditioners and 7 windows that assist in the ventilation of air in the office.

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).

The Parish office has 2 external doors, 2 air conditioners and 7 windows that assist in the ventilation of air in the office.

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

The 2 air conditioning machines are serviced every quarter (of the year).

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.

All staff members have been advised of the above. Those not fully vaccinated or do not have a medical contraindication certificate have been advised that they must wear face masks in indoor areas, unless exempt.

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

The Parish office has alcohol-based hand sanitiser at various stations throughout the office.

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

All staff members have been provided with a packet of disinfectant surface wipes for their workspaces.

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

All surfaces are cleaned on a regular basis using disinfectant.

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

Bathrooms are located in the Parish Church and are fully stocked with hand soap and papers towels.

Posters are located in all areas that contain sinks with instructions on how to wash hands.

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

Each staff member is responsible for the cleaning of their own workspace.

Communal office areas are cleaned daily.

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

The Parish uses only industrial high grade cleaning products.

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

All staff have been instructed on the above.

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.

A NSW Government QR code is available at the entrance of the office as well as a NSW

Government "Record of Visitors at Premises" sheet for all persons to complete upon 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.

Covid Safe Check in via the Services NSW app on employees phones are checked throughout the day.

The Record of Visitors at Premises sheet is also checked for those who are not able to check in on their phone.

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.

Records are kept on the "Record of Visitors at Premises" sheet where persons are unable to use the QR code system for 28 days.

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.

Geraldine Farrugia, Office Manager is the contact person for NSW Health and the person responsible for notifying SafeWork NSW should there be any cases.

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

Yes