

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

## Your COVID-19 Safety Plan

### Other businesses and organisations

#### Business details

Business name	OneStep Walks
Business location (town, suburb or postcode)	Sydney
Completed by	Abigail Thomas
Email address	<a href="mailto:abi@onestepwalks.org">abi@onestepwalks.org</a>
Effective date	28 September 2020
Date completed	13 November 2020

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#### Wellbeing of staff and customers

##### **Exclude staff, visitors and customers who are unwell.**

Inform staff, volunteers, locals and refugee attendees not to come if they have cold or flu-like symptoms - communicate this in Eventbrite details, emails prior to events and communication with Migrant Resource Centre staff

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

Monitor NSW Government COVID updates, and follow best practices from WHO to maximise the well-being of attendees, volunteers and our team.

Apply NSW Government guidelines for using public transport for our bus transport, including physical distancing while on the bus and wearing of face masks

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

Inform staff member (Program Manager) of sick leave entitlements

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

Provide social distancing posters in English and other languages relevant to participating refugee groups

Provide information on masks, social distancing in communications prior to event (Eventbrite information, emails and communications with Migrant Resource Centres)

Apply NSW Government guidelines for using public transport for our bus transport, including physical distancing while on the bus and wearing of face masks

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## **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 social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Avoid physical greetings such as handshakes, hugs and kisses

Promote good hand, sneeze and cough hygiene

Stagger start and finish times where appropriate

Registration team to wear masks

All participants required to wear face masks while in attendance

Provide alcohol-based hand rub for all participants, including staff, and request all participants apply hand sanitiser at registration

**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.**

Regularly clean and disinfect surfaces that many people touch eg registration desk

Request participants to apply their own sun cream before attending

**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.**

Limit group size to 10 participants

Limit bus numbers to half of bus capacity (eg 25 people on 50 seater bus)

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

N/a as Program Manager already works flexibly from home

**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.**

Consider minimising handling of name badges

Provide a 'clean' and 'used' pens jar for writing name tags

**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.**

No food sharing unless individually wrapped

Physical distancing during walks and picnic

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

Already in place

**Review regular deliveries and request contactless delivery and invoicing where**

**practical.**

N/a

**Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.**

Provide social distancing posters in English and other languages relevant to participating refugee groups

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.**

Limit bus numbers to half of bus capacity (eg 25 people on 50 seater bus). Group family members together and separate one family group from another in the bus

Make hand sanitiser available on the bus

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

N/a as not office based

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## **Hygiene and cleaning**

**Provide hand sanitiser at multiple locations throughout the workplace.**

Provide hand sanitiser on bus and at registration desk

**Provide detergent/disinfectant surface wipes to clean workstations and equipment**

**such as monitor, phone, keyboard and mouse.**

N/a as not office based

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

N/a as not office based

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

Clean registration desk once an hour during events

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

Secure hand sanitiser for bus and registration desk

Provide alcohol-based hand rub for all participants, including staff, and request all participants apply hand sanitiser at registration

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

Staff and volunteers to wash hands before and after event using public bathrooms and hand sanitiser

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## **Record keeping**

**Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.**

QR code check in on bus (refugee cohort) and at registration (locals cohort)

Eventbrite sign in prior to event and check in at event to monitor actual attendees  
Consider applying this to refugee cohort too with QR code sign in on bus (using NSW Gov Service NSW QR code app)

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

Promote COVIDSafe app in Eventbrite information and to Migrant Resource Centres

**Workplaces should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

N/a as no office

**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.**

Notification to SafeWork NSW as first point of contact if a positive case occurs during one of the events

Communicate with Migrant Resource Centres in advance to ensure they notify OneStep if a positive case occurs with one of their clients after the event

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

Yes