

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

Your COVID-19 Safety Plan

Accommodation

Business details

Business name	Astronomical Society of NSW Wiruna
Business location (town, suburb or postcode)	48 Old Ilford Rd, Ilford, NSW, 2850
Select your business type	
Camping grounds and caravan parks	
Completed by	Lesa Moore
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Effective date	18 October 2021
Date completed	22 October 2021

Wellbeing of staff and customers

Advise staff and visitors who are unwell with COVID-19 symptoms to immediately get tested and place themselves in isolation until they have received their results.

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

Agree

Yes

Tell us how you will do this

Members advised not to attend if unwell, to self-isolate at their own campsite if they become sick on site, and return home as soon as practicable or attend the nearest testing facility and get tested.

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

Agree

Yes

Tell us how you will do this

Members reminded to follow all recommended guidelines.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Require attendees to show proof of vaccination when checking in to site.

Physical distancing

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

Numbers limits apply to buildings: 10 in the kitchen, 10 in the lounge, 10 in the meeting hall, 5 in Barry Gerdes Lodge to maintain 1 person per 4 sq metres in under-cover areas.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Per numbers limits above.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

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.

Agree

Yes

Tell us how you will do this

Free ventilation in kitchen and lounge enhanced by opening the roll-up blinds. Breezeway to be left open between the meeting hall and the bunkrooms.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Discourage people from gathering in the closed buildings.

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

Agree

Yes

Tell us how you will do this

Recommend opening windows and doors in Barry Gerdes Lodge.

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).

Agree

Yes

Tell us how you will do this

Fans can be used in the meeting hall if required.

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

Agree

Yes

Tell us how you will do this

Not applicable.

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

Agree

Yes

Tell us how you will do this

Not applicable.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Remind members to wear face masks in indoor areas.

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

Agree

Yes

Tell us how you will do this

Sanitiser and wipes already available and restocked as needed.

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

Agree

Yes

Tell us how you will do this

Stocked with soap and paper towels.

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.

Agree

Yes

Tell us how you will do this

Members asked to clean after each use.

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, customers and contractors.

Note: QR code check-in is not required for people staying overnight who have checked in with reception, or for residents.

Agree

Yes

Tell us how you will do this

QR Code in place, as well as sign-in book.

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.

Agree

Yes

Tell us how you will do this

QR code adjacent to sign-in book at kitchen, where most members routinely check in.

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.

Agree

Yes

Tell us how you will do this

Photograph sign-in book before leaving, collate with advance payments and on-site payment records.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable.

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

Yes