

> HELPING BUSINESS GET BACK TO WORK



30 May 2020

COVID-19 Safety Plan

Camping grounds and caravan parks

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

| | |
|---------------------------|---------------------------------|
| Business name: | Astronomical Society of NSW Inc |
| Plan completed by: | Lesa Moore |
| Approved by: | ASNSW management committee |

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

| REQUIREMENTS | ACTIONS |
|--|--|
| Wellbeing of staff and customers | |
| Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result. | Members emailed to advise 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 to get tested. |
| Consider how visitors could be isolated while awaiting results where practical. | Members advised to return home as soon as practicable and to self-isolate at own campsite until able to leave. |
| Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | Members reminded about personal hygiene by email and sent links to standard procedures offered by NSW Health. |
| Display conditions of entry (website, social media, venue entry). | Conditions of entry displayed on the ASNSW website - link from blog on home page - and emailed to Members. Hard copy available adjacent to the Attendance Book on site. |
| Consider whether appropriate cancellation or similar flexible booking policies are in place. | Bookings fully flexible by contacting Vice-President Wiruna by email or phone. |

| REQUIREMENTS | ACTIONS |
|---|--|
| Physical distancing | |
| Where practical, have a staff member responsible for ensuring physical distancing of camp sites. | Members to self-manage physical distancing of campsites. |
| Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing. | Numbers limits apply to buildings: 10 in the Kitchen, 10 in the Lounge, 10 in the Meeting Hall, 5 in Barry Gerdes Lodge. |
| Visitors staying at the grounds may have guests, but the total number of people at each outdoor gathering should not exceed 10. | Guests are not permitted, to allow priority to members and families. Outdoor gatherings are discouraged, no sharing of telescopes permitted. |
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). | Members to self-manage 1.5-metre physical distancing in all indoor and outdoor areas at all times. |
| Use telephone or video for essential meetings where practical. | N/A |
| Review regular deliveries and request contactless delivery and invoicing where practical. | N/A |
| Consult with your Local Emergency Management Committee to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to visitors. | N/A |

| REQUIREMENTS | ACTIONS |
|---|--|
| Hygiene and cleaning | |
| Adopt good hand hygiene practices. | Members to self-manage hand hygiene. Also, members to bring their own tea towels if using own dishes. Otherwise, they are to wash up, then dry communal dishes with paper towels and dispose of the paper towels. |
| Ensure bathrooms are well stocked with hand soap and paper towels. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment. | Liquid soap and paper towel dispensers will be stocked in the Amenities Block. Bar soap and paper towels will be available at Kitchen and Barry Gerdes Lodge. Members may bring their own soap and towels. |
| Clean frequently used indoor areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment. | Members advised to clean all benches, taps and doorknobs after each use, as well as all kitchenware. Detergent, disinfectant, paper towels and garbage bags provided. No sharing of condiments. |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | Disinfectant available in original packaging. Members responsible for using according to instructions. |

| Hygiene and cleaning | |
|--|---|
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. | Members to self-manage cleaning, use of disposable gloves and hand-washing. |
| Encourage contactless payment options. | Option to pay online is available. |

| REQUIREMENTS | ACTIONS |
|---------------------|----------------|
|---------------------|----------------|

| Record keeping | |
|---|---|
| Keep a record of name and a mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. | Attendance book is permanent record and contact details of all Members are accessible in the online database. |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required. | Members reminded by email that the COVIDsafe app is recommended. |