

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



Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	Spencer & Bennett - Yenda Prods Pty Ltd
Business location (town, suburb or postcode)	53-55 Pine Avenue, Leeton
Completed by	Edwina Blight
Email address	eblight@yendaprods.com.au
Effective date	2 June 2020
Date completed	2 July 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

Any unwell staff are requested to stay at home.

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

Spencer & Bennett issues a Covid Action Plan and issues information email regularly to ensure compliance.

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

Staff are aware of their leave entitlements in the event they are sick or need to self isolate.

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.

Emails are sent out regularly to remind staff to not attend work if unwell.

Physical distancing

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.

Workers sit at specific workstations and where this is not practical shared office equipment is wiped down.

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

NA

Consider physical, distance or other controls to protect staff and visitors at physical interaction points such as counters or service desks, to maintain social distancing.

Floor guidance stickers are in place to ensure workers and visitors are socially distanced.

Support 1.5m physical distancing where possible.

1.5m physical distancing is encouraged at all times.

Use telephone or video platforms for essential meetings where practical.

Access to Zoom and Teams is provided.

Where reasonably practical, stagger start times and breaks for staff members to

minimise the risk of close contact.

NA

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

Contactless delivery and invoicing is encouraged.

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.

NA

Hygiene and cleaning

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

Hand sanitiser is provided at the entry. There is only one entry point.

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

Disinfectant surface wipes are provided.

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 regularly.

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 well stocked with hand soap and paper towels.

Clean frequently used areas at least daily with detergent or disinfectant. Clean

frequently touched areas and surfaces several times per day.

Surfaces are cleaned frequently.

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

All disinfectant is used in accordance with manufacturer's instructions.

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

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

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

Natural ventilation is increased as much as possible.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

QR codes have been set up.

Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Service NSW QR codes are used in the office.

Make your staff and visitors aware of the COVIDSafe app and its benefits to support

contact tracing if required.

All staff and visitors are aware of the COVIDSafe app.

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.

We will notify Safe Work NSW in the event there is a positive case.

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

Yes