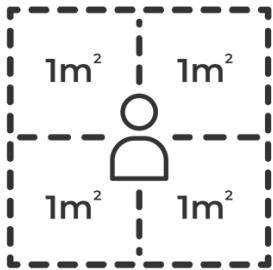


**All businesses must apply the
4 square metre rule**

COVID-19 Safety Plans help to protect your staff, customers and visitors as you get back to business. There are checklists (template plans) for certain industries. Refer to the information for your industry at the *COVID Safe Businesses* website at <https://www.nsw.gov.au/covid-19/covid-safe-businesses> If there is no specific plan for your industry use the generic safety plan template.

Some businesses need also to use a COVID Safety Marshall when operating. This will be stated in your industry checklist.

When completing your plan, consult your staff and share it with them when it's done.

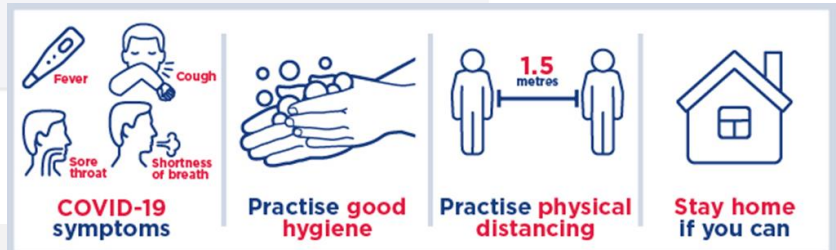
The following should be occurring whenever you're open for business;

- Conditions of entry to your premises are clearly signposted for customers and applied by all staff. It should outline when people need to provide their contact details to remain on the premises, and to restrict any people from entering who show COVID-19 like symptoms
- Signage showing the total number of people (capacity) allowed on the premises
- Recording the name and contact details for each guest/ visitor who remains on the premises. Recording contacts needs occur safely (the public can't view other's records)
- Visitor records are kept securely for 28 days before being destroyed
- Visitor numbers are being monitored against allowed capacity
- Staff and visitors are being supported to apply physical distancing
- Staff are provided with information and training on COVID-19, including when and where to get tested, physical distancing and hygiene and cleaning practices
- Alterations, barriers or strategies needed on your premises are being maintained
- Hygiene and cleaning resources including suitable disinfectants and PPE (gloves, masks, hand sanitisers) needed to implement your COVID-19 Safety Plan are available and being maintained



National Coronavirus Helpline

Ring [1800 020 080](tel:1800020080) to speak to the National Coronavirus Helpline for information on coronavirus or help with the COVIDSafe app.



STEPS TO MANAGE COVID-19 SAFETY

1. COVID-safety plan in place
2. Managing venue capacities & physical distancing
3. Adopting good hygiene
4. Excluding staff & patrons who are unwell or with symptoms
5. Records of patrons/ contractors/ staff

Online resources to develop your COVID-19 Safety Plan

NSW HEALTH <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>

SAFework NSW <https://www.safework.nsw.gov.au/>

COVID Safety Plan template and further information visit NSW Government website or use the below link:

<https://www.nsw.gov.au/covid-19/industry-guidelines>

Check, test and promote your COVID Safe credentials with the launch of the NSW Governments online COVID Safe check <https://www.nsw.gov.au/register-your-business-as-covid-safe>

Get yourself or your staff tested at a Respiratory Clinic (if you have COVID-19 symptoms)

For further information, contact your local Public Health Unit on 1300 066 055 or 6620 7585

Posters and Signs for display at your premises - download at

> <https://www.australia.gov.au/covidsafe-resources>

> <https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business>