

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

# Your COVID-19 Safety Plan

## Other businesses and organisations

### Business details

Business name	Nihongo Tanken Centre
Business location (town, suburb or postcode)	KIRRAWEE
Plan completed by	Mieko Shida
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## 1. Wellbeing of staff and customers

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

No student or supervising teacher is to attend the excursion if they are unwell, including even minor flu-like symptoms. The supervising teacher is expected to check students' health condition before leaving school.

If a student becomes unwell during the visit to the centre, they will be placed on the decking area in the shade at the rear of the centre until an additional staff member from the school or the student's parent can pick them up. Arrangements to return an unwell student home must be included the visiting school's risk assessment.

In the case of a visiting school bringing only one supervising teacher, the supervising teacher will need to alternate between checking on the unwell student (at a distance), and supervising the remaining students until the unwell student is picked up. In this situation, the teacher is expected to wear a mask.

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

Centre staff must stay home when unwell or leave work immediately if they become unwell during the day. If they do have symptoms, staff are expected to get tested and only return to work when they have fully recovered and when their COVID-19 test returns a negative result. The department's guidelines for school staff are discussed with centre staff at the start of term and when there are relevant updates to the guidelines.

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

If staff are well enough to work from home, arrangements should be discussed with the relevant line manager.

If staff are not able to perform work from home, they may be required to apply for leave which may include special leave at a maximum of 20 days in 2020.

Staff access flexible working conditions to support the centre's operations.

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

The conditions of entry are displayed at the gate to the centre and are provided in advance to all visiting schools. COVID posters encouraging good hygiene practices are displayed across various parts of the centre.

## **2. Physical distancing**

### **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?**

All visitors use hand sanitiser before entering the centre and hand sanitiser is available at multiple points around the centre.

Frequently-used items such as tables, desks, chairs, activity items (including whiteboard, mini whiteboards, whiteboard makers, cards, toys, activity cards) are wiped down with disinfectant after each school's visit.

Food is not to be shared.

Visitors may wear masks, if they wish. The staff do not wear masks as this can hinder communication.

Staff are regularly reminded to maintain physical distance between themselves and other adults that visit or work within the centre.

Only one school is permitted to visit the centre at any one time (the mixing of staff/students is avoided).

### **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.**

Staff use disinfectant to clean work stations regularly. Staff have their own desks in the staffroom.

Currently, no schools are combining when they visit the centre. This ensures students are with their own school/classmates only.

### **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.**

Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff maintain 1.5m physical distancing from each other and from students and visiting teachers where practical.

**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.**

Staff regularly wipe down surfaces which are frequently touched and wipe down the toilet sinks and taps regularly.

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

Telephone and video are used where practical.

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

Invoicing is done through online and deliveries are done when students are not at the site.

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

Visiting groups must minimise contact with Kirrawee High School students and staff when entering/leaving the centre. Groups enter and exit via school gate 9 (Kirk Crescent) as quickly as possible.

Communications are in place with visiting schools to ensure arrival/departure details are clear.

Arrival/departure times are outside of peak times for students/staff arriving/departing from Kirrawee High School.

Students are encouraged to remain seated during meal breaks.

The numbers of visiting students is capped at 30 and supervising teachers at 3 to ensure crowding can be avoided.

### **3. Hygiene and cleaning**

- Provide hand sanitiser at multiple locations throughout the workplace.
- Provide hand sanitiser and wipes at multiple locations.
- Regular wipe down all surfaces, and wipe down classroom materials after each visiting group.
- Staff are to wear a mask when hand the lunch boxes to students.
- The lunch boxes need to be consumed at the centre during the lunch break.
- Food cannot be shared.
- Rice ball making activity is not offered until further notice.

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

Each bathroom has hand soap and paper towels. The poster with instructions on how to wash hands is displayed.

The bathrooms are cleaned at the end of each day, and taps and sinks wiped down regularly.

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

The centre is cleaned by the cleaner daily with detergent and disinfectant. Frequently touched surfaces are cleaned with disinfectant wipes several times during the excursion.

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

The centre keeps disinfectant wipes and disinfectant sprays on site and uses as appropriate.

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

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

#### **4. 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.**

The centre should keep a list of all visitors, staff and students.

Staff should complete the [external visitors acknowledgement form](#) as part of their visit.

Records are kept at the centre for 4 weeks

Each school is required to provide an additional contact number of a school executive member (for example, of the principal or deputy principal) to contact in case of a centre staff member being diagnosed with COVID-19 – this will enable the school to be contacted to facilitate the students self-isolating.

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

Staff are aware of the COVIDSafe app and the benefits of the app to contact tracking if required.

**Workplaces should consider registering their business through nsw.gov.au**

The centre is under NSW Department of Education.

**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.**

Staff are willing to cooperate with NSW Health if contacted in relation to positive case of COVID-19 at the centre and notify SafeWork NSW on 13 10 50.

**A copy of this COVID-19 Safety Plan is displayed at the business premises.**