

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

Your COVID-19 Safety Plan

General

Business details

Business name	Institute of Retired Senior Educational Administrators
Business location (town, suburb or postcode)	Strathfield
Completed by	Raymond Gillies
Email address	rcgillies@yahoo.com.au
Effective date	2 August 2021
Date completed	29 August 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

IRSEA has no business premises for volunteer staff or members (customers) to visit. The Institute's address is a private residence and no volunteer staff (other than the

resident) or members will be permitted to visit the address in person while the COVID restrictions are in place.

If face to face meetings of IRSEA are held in the future, people will be asked if they are unwell and will be excluded from meetings in third party premises if they are unwell. In the context of IRSEA's COVID-19 Safety Plan, 'staff' are the volunteer members of the management (executive) committee and 'customers' are the other members of the Institute.

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

Agree

Yes

Tell us how you will do this

IRSEA's website includes instructions on responsible responses to the COVID threat. In this context, 'staff' are the volunteer members of the IRSEA management (executive) committee.

Zoom meetings of IRSEA executive committee members will remind them of the risks of COVID and the need to follow all health advice.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

IRSEA does not have premises that staff or members would need to visit. There is no benefit in displaying conditions of entry at the IRSEA official address because no entry is permitted. If a volunteer staff member or other IRSEA member were to attempt to visit they will be turned away and their details recorded in writing.

No face to face meetings will be held at third-party premises that fail to meet this condition.

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

There are no sub-premises operated by IRSEA.

If face to face meetings are held in third party premises such as an hospitality venue in the future, they will only be held in premises that meet this requirement.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

IRSEA's website states that all members including volunteer staff should become vaccinated.

The resident of the official address is fully vaccinated.

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

All meetings are by remote means such as Zoom, email and telephone.

If face to face meetings occur, volunteer staff and other members will be required to maintain physical distancing recommendations.
A designated member will be responsible for reminding people to maintain their distance.

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

In the case of face to face meetings in the future, bookings will be capped at any third party premises to limit attendance to four square metres or 25 persons. Any face to face meetings will be held only in premises that can assure IRSEA that they have the capacity to meet this requirement.

A designated member will be responsible for checking and confirming implementation of this requirement.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

IRSEA meetings will be conducted remotely so that there is no risk of congestion.

If face to face meetings are conducted in future, physical distancing will be implemented and a designated member will be responsible for reminding people to maintain their distance.

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

There are no primary premises where this is likely to occur.

If face to face meetings are held in third party premises in the future, a designated member will be responsible for ensuring that gatherings do not occur immediately outside the premises.

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

In the event of any face to face meetings in the future, a designated member will be responsible for insisting that volunteer staff and other members wear face masks or leave the meeting.

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

Agree

Yes

Tell us how you will do this

IRSEA meetings are conducted remotely.

If face to face meetings are held in future, they will be run only in third party premises that meet all of the requirements and health recommendations for reducing COVID risks, including the provision of sanitiser.

This provision will be checked and confirmed by a designated volunteer staff member.

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

Agree

Yes

Tell us how you will do this

IRSEA meetings are conducted remotely.

If face to face meetings are held in future, they will be run only in third party premises that meet all of the requirements and health recommendations for reducing COVID risks, including the provision of hand soap and paper towels or hand dryers in bathrooms.

This provision will be checked and confirmed by a designated volunteer staff member.

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

IRSEA operates no frequently used hard surface areas that are accessible by volunteer staff or other members.

If face to face IRSEA meetings are held in future, they will only be run in third party premises that meet all of the requirements and health recommendations for reducing COVID risks, including daily cleaning of hard surface areas and more frequent cleaning of high use areas and surfaces.

This provision will be checked and confirmed by a designated volunteer staff member.

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).

Agree

Yes

Tell us how you will do this

IRSEA operates no indoor areas that are accessible by volunteer staff or other members. If face to face IRSEA meetings are held in future, they will only be run in third party premises that meet all of the requirements and health recommendations for reducing COVID risks, including sufficient ventilation to minimise potential COVID threats. This provision will be checked and confirmed by a designated volunteer staff member.

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.

Agree

Yes

Tell us how you will do this

If face to face IRSEA meetings are held in future, they will be held in third party premises that use the NSW Government QR code system to collect electronic records of all volunteer staff, other Institute members and any additional attendees. A designated IRSEA volunteer staff member will check and confirm that this facility is available at any third party premises used by IRSEA.

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

If face to face IRSEA meetings are held in future, they will be held in third party premises that use the NSW Government QR code system to collect electronic records of all volunteer staff, other Institute members and any additional attendees.

In the absence of a staff member of the third party premises checking QR code details, a designated IRSEA member will check and confirm compliance.

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

If face to face IRSEA meetings are held in future, they will be held in third party premises that comply with the NSW Government contact details system to collect or convert into electronic records all the required details of volunteer staff, other Institute members and any additional attendees.

In the absence of a staff member of the third party premises assisting with the collection of details, a designated IRSEA member will ensure that the necessary contact details are collected. The IRSEA member will seek the assurance of the third party premises manager that they will comply with the reporting requirements.

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

Yes