

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

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Dark Sky Traveller
Business location (town, suburb or postcode)	Terrey Hills
Completed by	Marnie Ogg
Email address	marnie@darkskytraveller.com.au
Effective date	28 September 2020
Date completed	30 October 2020

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Staff, Visitors and customers who are unwell will be asked to leave the site, and will not be permitted to participate in the tour programs.

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

Staff are provided with information on COVID-10, including when to be tested, physical distancing, when to wear masks and appropriate cleaning activities.

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

If staff are unwell or show any symptoms related to COVID-19 are required to take leave and/or self-isolate.

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

Our conditions of participation on tour programs are available on our website and shown at entry points.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider 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.

Guests are required to use hand sanitiser when commencing the tour as offered by the Tour Leader.

When entering the enclosed environments, including lifts and vehicles, all participants will be required to wear face masks. Participants numbers will not exceed 20 people at any time.

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.

When utilising lifts, only the tour leader will operate the lift, reducing contact points.

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.

Not more than 20 participants will be permitted on any led tour program.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

A flexible roster, with multiple leaders will ensure that staff members are able to take leave as required.

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.

All guests will be regularly reminded to practice safe social distancing of 1.5 meters, both inside and outside.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Guests and staff are required to wear a mask when travelling within enclosed spaces such as lifts or vehicles.

Use telephone or video for essential meetings where practical.

Staff meetings and training will utilise video conferencing.

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

Deliveries related to Dark Sky Traveller will utilise contactless delivery and invoicing where possible.

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

Signage reminding guests of the 1.5 m social distancing in lifts, stairwells and passageways.

If staff or workers need to travel together in the same vehicle:

- **encourage passengers and drivers to spread out, using front and back seats**

- **workers should only handle their own tools and bags where possible**
- **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**
- **encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.**

When travelling by vehicle and lifts, guests and staff will be asked to:

- spread out using front and back seats, or full capacity of the area
- staff and guests should only handle their own possessions
- areas visited or used should be wiped with disinfectant after use
- external airflow introduced to the area as possible

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

Guides are encouraged to disperse groups larger than 20 people.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser will be provided at the beginning of the tour, and through various stations throughout the programs

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Disinfectant wipes will be available to clean surfaces

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

Bathrooms will be well stocked with hand soap and paper towels.

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

Frequently used areas will be disinfected daily

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

Disinfectant solutions will be used in accordance to manufacturers instructions.

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

Staff and guests should wash their hands before and after cleaning surfaces.

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.

Participants names and contact details will be kept by Dark Sky Traveller for at least 28 days, as provided with the online booking system.

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

Staff and guests will be reminded of the COVIDSafe app.

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

Dark Sky Traveller is registered as COVID Safe through nsw.gov.au

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.

Dark Sky Traveller cooperates at all times with NSW Health. Staff and guests may contact SafeWork NSW on 13 10 50 if issues of concern arise.

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

Yes