



COVID SAFE BUSINESS PLAN

Workshop name: (To be filled in on the day)

Contact person name: Radhika Tanksale

Location: PCYC, Carindale (27 Narracott Street, Carina).

Date and time: (To be filled in on the day)

Completion date and time: (To be filled in on the day)

Anticipated numbers: Up to 10 families and 2 facilitators (Not exceeding 22 people)

What do we need to safely operate the workshop?

a. Before the workshop

- _ Check latest restrictions on COVID-19 at www.covid19.qld.gov.au
- _ Clean the spaces
- _ Check soap and hand sanitizer bottle supplies and refill if needed
- _ Email participants that if they are unwell and have cold and flu symptoms, or have been overseas in the last 14 days, or have been to a COVID hot spot, or have been in close contact with a confirmed case, they should stay at home and email Social Space Community (info@socialspacecommunity.com) or send a message to 0452330891.
- _ Email contractors that if they are unwell, they should stay home
- _ Place signs at the entry point to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.
- _ Prominently display hygiene placards
- _ Place chairs and tables to help maintain 1.5 meters distance
- _ Have a register ready to assist with contact tracing (name, email, time checked-in, address, phone number)
- _ Share plan with all participants by keeping it for display
- _ Share plan with all contractors
- _ Inform attendees that food items will not be supplied
- _ Inform attendees that every child needs to bring their drink bottle and snack
- _ Every staff needs to bring their drink bottle and snack

b. During the workshop

- _ Facilitator to fill in the information before the activity and check with parents when they enter the venue whether the information is correct

_ Ensure that the families cannot see each other's' personal information.

_ Ensure that the children/parents of the same family maintain 1.5 meters of social distance with other parent-child dyads as much as possible

_ Ask children to wash hands before beginning the activity

_ Keep hand sanitizers easily available for the families to access

_ Keep a box of wipes and tissues readily available

_ Ask attendees to wash hands if they have had a snack break

_ No shaking hands

c. After the workshop

_ Clean all surfaces and other high traffic areas after every workshop

_ All staff and contractors should wash hands thoroughly with soap and water before and after cleaning

_ Keep the register safe and secure at the end of the day

d. In case of a positive Covid diagnosis

_ Have a plan to respond and clean the workplace if someone tests positive

_ Contact Work Health and Safety, notify actions taken including risk assessment, and contact details of any close contacts

_ Only re-open business once agreed by WH&S