

VOLUNTARY COVID-SAFE PLAN – STEP 3

Business name:

Workspace Commercial Furniture



is aware of current infection control and precautionary measures as recommended by health authorities and set out in this plan



is aware of and chooses to implement key COVID-Safe principles



this COVID-Safe Plan is available on-site



AUSTRALASIAN
FURNISHING
ASSOCIATION

VOLUNTARY COVID-SAFE PLAN – STEP 3

Summary

Name of business	Workspace Commercial Furniture
Business or activity	Workspace Commercial Furniture
Address of business or activity	54 JOSE STREET MELROSE PARK SOUTH AUSTRALIA 5039
Owner or Operator name	Tom Clark
Contact name	Ivana Dutton
Contact phone	0883748900
Contact email	idutton@workspace.com.au

Recommended people capacity (excluding staff)

Recommended overall people capacity (excluding staff) on premises	<u>Does not apply</u>
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Note: to host more than 1,000 people on site, a COVID Management Plan approved by SA Health is required.

Certain settings are exempt from this requirement. These include offices, retail settings and shops, public transport, medical/health facilities, airports, factory buildings, aged care and other care facilities, mining operations, educational institutions, accommodation providers, etc.

A full list of exempt settings is included in Schedule 1 of the Emergency Management (Defined Public Activities No 3) (COVID-19) Direction 2020.

If you have indicated your interest in hosting more than 1,000 people when completing this Plan, you will be contacted with more information about how to submit a COVID Management Plan.

Principles

General principles

- No more than 1,000 people are allowed on site at any one time. To have more than 1,000 people on-site, you will need to prepare a dedicated COVID Management Plan and have this approved by SA Health. Exemptions apply.

I understand this requirement

Checked

Recommendations

The following are recommendations on how to adapt your business or activity to become COVID-Safe. You are not required to implement these, but you are encouraged to think about how you can adapt the way you do things to try and follow these recommendations where you can, and to the extent possible, in your individual circumstances.

General

Density

- The maximum number of people per room or area should not exceed 1 person per 2 square metres of public space, where possible and practical. Exemptions apply.

Physical distancing

- Maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, where possible:
 - Between groups within each room.
 - At entry and exit points.
 - This does not apply to members of the same household, family members, and other regularly associating people attending as a group
- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 2 square metres).
- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.
- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible.
- Minimise mixing between separate rooms or groups of people as much as possible.
- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).
- Consider placing floor/wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.

- Consider limiting the duration of any activity to 2 hours or less where possible.
- Encourage and support downloading of COVID-Safe App.

Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).
- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.
- Provide hand sanitiser on entry and exit of the premises.
- Consider installing signage on hand hygiene and cough etiquette.
- Ensure bathrooms have soap and running water for handwashing.
- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.
- Consider keeping communal showers closed where possible, however, if used, maintain 1.5 metres distance between people.
- Communal toilets and change rooms can now be used. Physical distancing should be observed in change rooms.
- Ensure proper ventilation. If using air conditioning, particularly in smaller spaces, adjust the air conditioning to increase external airflow (rather than the recirculated cycle mode).

Staff

- Staff must stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not cross over to reduce the risk of transmission.
- Consider how you will minimise contact between staff and site visitors such as delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan.

Ready for business

- Print or download your COVID-Safe Plan.
- Print and display SA Health COVID-Safe materials (such as signage/posters on hygiene, physical distancing).
- Check the condition of equipment and facilities to ensure they are fully functioning, such as gas, electricity, toilets.
- If relevant, check food and beverages have not been contaminated or are now out of date.
- Ensure all staff are aware of this plan and the requirements that are relevant to them.

- Review obligations under existing legislation which will continue to apply.
- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create new safety or security risks.

Response planning

- Ensure you and your staff have a basic understanding of how to respond to a case of COVID-19 at the workplace.
- A step-by-step summary of actions to take is:
 1. Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.
 2. If the person is at your premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps. Seek government health advice.
 3. If well enough, ask the person to go home, seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
 4. Close the premises, ask all patrons and unnecessary staff to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow.
 5. Notify SA Health via HealthCommunicableDiseases@sa.gov.au so that they can trace any contacts of this person and contain the spread. SA Health may ask for any attendance records you may have kept to assist with this.
 6. SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. Note: this may include your staff; as such, it is recommended to have contingency plans in place.
- Regularly review your COVID-Safe Plan. Update it if needed, for example if your place of doing business or the services you offer change.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe

Checked

Notes (optional, for use by owner/operator)