



### **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](http://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](mailto: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