

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



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Globe Home Timber & Hardware
Business location (town, suburb or postcode)	Broken Hill
Select your business type	
Retail and grocery	
Completed by	Selina LaRovere-Nagas
Email address	selina@globehardware.com.au
Effective date	2 August 2021
Date completed	14 August 2021

Wellbeing of staff and customers

Exclude staff, customers and attendees who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Notify staff of requirement

Notify business colleagues of requirement

Observe customers, if displaying symptoms, ask them to leave premises

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

Will issue written staff notice with details. To be signed and returned as evidence of notification

Include details on internal staff portal

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

Agree

Yes

Tell us how you will do this

public notice

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

QR code

manual registration option

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff notice

Physical distancing

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

Calculate store area

Notification at entry of capacity number

Monitoring by staff to enforce

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

limit numbers of staff in staff room
allow sufficient area at counters for distancing

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

offer multiple tills
space out

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

ensure customers leave carpark

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

Notice on entry and to staff

Staff to monitor and enforce

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

Agree

Yes

Tell us how you will do this

Sanitiser at entry points and counters

Wiping of counters and eftpos units

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

Agree

Yes

Tell us how you will do this

Allocate to staff as part of duties

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

wipe with disinfectant counters, eftpos units, door handles

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

leave doors open

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

Register online

Display QR code at entry

Staff to monitor and enforce

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

Multiple QR codes at entries

Request to view confirmation

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, volunteers, visitors 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

Manually record sheets

Scan and save electronically

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

Yes