

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



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Impala Kitchens and Bathrooms
Business location	Shop 5-6/50 Victoria Rd, Drummoyne
Select your business type	Retail and grocery
Completed by	Heidi Griffiths
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Effective date	11 September 2021
Date completed	4 October 2021

Wellbeing of staff and customers

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

Agree

Yes

Ensure staff are aware that they have paid leave if required due to illness. Request any visiting clients to advise us if they are unwell and to rebook at a more suitable time.

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

Tell us how you will do this

Yes

Tell us how you will do this

Revisit our COVID training and protocols
Ensure they have access to the Service NSW website. Ensure clear signage in the showrooms.

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

Yes

Tell us how you will do this

Clear signage with maximum numbers, mask-wearing and QR check-in/full vaccination is required for entry.

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

N/A

Encourage staff to access COVID-19 vaccination. Agree

Yes

Tell us how you will do this

Advise staff vaccinations can occur during work time.

Tell us how you will do this

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises. Agree

Yes

Tell us how you will do this

Clear signage showing the showroom's square meterage and the maximum number of people allowed at any time.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Meeting tables are to be separated with set seating.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Ensure there is a minimum of 3 QR codes clearly visible to avoid congestion at check-in. Ensure meetings are booked prior, so we don't exceed maximum numbers.

Tell us how you will do this

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

N/A

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

If the weather allows - have front doors open

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

N/A

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

If the weather allows - have front doors open

In indoor areas, 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

Showrooms have air conditioning.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Air conditioning is serviced regularly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Air conditioning is serviced regularly.

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

Supply masks for staff and customers

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

Agree

Yes

Tell us how you will do this

Hand sanitiser located near QR codes and on the meeting table.

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

Agree

Yes

Tell us how you will do this

Appoint one staff member to manage supplies and restocking

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

Staff to clean regular touchpoints ie door handles three times a day. Meeting tables to be cleaned after each meeting

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

Ensure QR codes are clearly displayed in the showrooms

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

Instruct staff to ensure people use QR codes and that green ticks are checked.

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

Book and clean pen to be placed with the QR code.

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

Yes