



COVID-19 Safety Plan

Business Details	
Business Name	Artspirit
Plan completed by	Helen Ferguson

Guidance	Actions
Well being of staff and visitors	
Exclude staff, visitors and customers who are unwell.	All patrons that have booked a room are given this Safety Plan Document. They need to ensure that their customers follow the safety plan as well.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing, hygiene and cleaning.	All patrons that have booked are asked to sign a contract in regards to following Health and Safety Protocol.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Each Business booking a room are responsible to manage this with their staff.
Display conditions of entry for any customers or visitors (website, social media, entry points).	As part of the safety plan we have reduced our entry point to one door which is monitored. Signs have been placed on the entry door and throughout the building. Vistors to The Hive are by pre-arranged appointments and it is up each business to have completed their own screening process of their vistors.
Record Keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Helen keeps track of all businesses making the bookings and any other visitors not related to the business that have made the room bookings. This is done through an electronic register to eliminate contact with equipment.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	A sign has been put up in the Hive to encourage use of the app and businesses have been advised of this COVID Safety Plan Document.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	Helen is in charge of notifying the SafeWork NSW and the businesses (that have booked rooms) to contact their own clients/customers if a positive case arises.

Physical distancing	
There are a number of businesses where there are restrictions on patron number and space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.	The Hive building can hold a max number of 17 people. There are signs on the door of each room specifying the number of people that can be in each room at one time. The reception staff will be monitoring who and how many people enter the Hive building and will be controlled by this process.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Businesses who have made room bookings are required to minimise movement into other rooms unless it is the breakout areas. They are responsible for the health and safety of their clients during and are required to clean with detergent/disinfectant between use of their clients.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	The Hive has a very strict booking system the number of bookings are limited. Business that have booked the rooms are not allowed to exceed the room capacity unless there is a family group involved.
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	After each client appointment the table and chairs must be wiped down with disinfectant wipes. Gloves must be worn at ALL times when cleaning.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Visitors to the Hive have been advised not to prepare lunch together or to gather when they are making tea and coffee on their break. There is plenty of room outside to have lunch 1.5m apart.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	The Hive has a private garden space and has a fence to the back yard so unplanned gatherings are unlikely to happen. If this did occur, the staff in the office would contact the local police, if needed.
Review regular deliveries and request contactless delivery and invoicing where practical.	No deliveries are made to The Qbn Hive.
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser is available at the entry door and in each of the rooms.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Disinfectant wipes are available in each room and the business working from the space is responsible for cleaning their own equipment and in between clients and at the end of each day.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Bathrooms are well stocked and hand washing instructions are up the wall. Only use paper towel for drying your hands and ensure it is put in the bin after use. The bin must be changed daily. The bag sealed, placed in another garbage bag and put into the rubbish bin.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	At the end of each day Helen will wipe down areas and equipment used with the disinfectant wipes, using disposable gloves.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Appropriate cleaning products are in the cleaning cupboard in the kitchen and in each of the rooms.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have been advised of this in the COVID Safety Plan Document