



COVID-19 Safety Plan: Central West Livestock Exchange

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Purpose of Plan	To provide framework for the management of the Central West Livestock Exchange in compliance with Covid-19 Public Health Orders.
Plan completed by:	Governance Officer
Plan approved by:	Manager Livestock Exchange

REQUIREMENTS		ACTIONS
1	Wellbeing of staff and visitors	
1.1	Exclude staff, customers and attendees who are unwell from the auction, open house or saleyard.	<ul style="list-style-type: none"> i. Display Conditions of Entry (Doc ID: 670578) at entry. ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival.
1.2	Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	<ul style="list-style-type: none"> i. Display NSW Health Posters in facility: <ul style="list-style-type: none"> a. <i>Who to Call</i> (Doc ID: 670030). b. <i>Protect Yourself from Viruses</i> (Doc ID: 670026). ii. CWLE staff to manage sick visitors by following <i>Who to Call</i> (Doc ID: 670030) poster.
1.3	Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> i. <i>Covid-19 Leave Infographic</i> (Doc ID: 670057) has been distributed to all staff. ii. Staff advised to contact Managers and/or HR for advice.
1.4	Communicate and display conditions of entry (website, social media, digital newsletters and at entry points).	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 670578) displayed at entrance, on website. ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival.



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REQUIREMENTS		ACTIONS
2	Physical Distancing	
2.1	Capacity must not exceed one person per 4 square metres, ensuring 1.5 metres physical distancing is observed.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 670578) displayed at entrance. ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival. iii. NSW Health Poster <i>Physical Distancing</i> to identify maximum 40 persons permitted within the canteen area (Doc ID: 670024).
2.2	Where reasonably practical, consider holding an auction outdoors or in a large indoor space.	<ul style="list-style-type: none"> i. The CWLE is an outdoor facility.
2.3	For viewings, consider implementing a time-based booking system, with phone or online options, to limit the number of people entering the premises or waiting outside.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 670578) displayed at entrance. ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival.
2.4	Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 670578) displayed at entrance. ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival. iii. Display NSW Health Poster <i>Distancing</i> (Doc ID: 670077). iv. Facility users separated by their purpose of attendance, and instructed to leave the site on conclusion of their business, or wait in their vehicle until the commencement of their business.
2.5	Where practical, use separate doors for entry and exit. If there is on-site payment and/or collection, consider putting in place separate customer order and collection points.	<ul style="list-style-type: none"> i. EFTPOS facilities available.
2.6	If seating is required, move or remove seating to comply with 1.5 metres of physical distance.	<ul style="list-style-type: none"> i. Excess seating has been removed from the canteen.
2.6	Develop strategies to reduce crowding wherever possible, such as markers on the floor or encouraging attendance of only registered or interested bidders (rather than observers).	<ul style="list-style-type: none"> ii. Conditions of Entry (Doc ID: 670578) displayed at entrance. iii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival.



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		<ul style="list-style-type: none"> iv. Facility users separated by their purpose of attendance, and instructed to leave the site on conclusion of their business, or wait in their vehicle until the commencement of their business. v. No observers permitted access to CWLE.
2.7	Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks) and assign workers to specific work stations.	<ul style="list-style-type: none"> i. Display NSW Health Poster <i>Distancing</i> (Doc ID: 670077).
2.8	Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	<ul style="list-style-type: none"> i. Facility users separated by their purpose of attendance, and instructed to leave the site on conclusion of their business, or wait in their vehicle until the commencement of their business. ii. No observers permitted access to CWLE.
2.9	Use telephone or video for essential staff meetings where practical.	<ul style="list-style-type: none"> i. Staff meeting is located outside to achieve physical distancing.
2.10	Review regular business deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> i. Contactless option is not applicable at this facility.
2.11	Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> i. Facility users separated by their purpose of attendance, and instructed to leave the site on conclusion of their business, or wait in their vehicle until the commencement of their business. ii. No observers permitted access to CWLE.

REQUIREMENTS		ACTIONS
3	Hygiene and Cleaning	
3.1	Adopt good hand hygiene practices.	<ul style="list-style-type: none"> i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.
3.2	Ensure bathrooms are well stocked with hand soap and paper towels. Provide hand sanitiser at entry and exit points.	<ul style="list-style-type: none"> i. Sanitiser stations installed at entry/exit point. ii. Bathrooms fully stocked, with cleaners instructed to replace and refill, where required.



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3.3	Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.	i. Cleaning is undertaken by CWLE staff on an increased frequency on sale days.
3.4	Provide visual aids above hand wash basins to support effective hand washing.	i. Display NSW Health Poster Hand Washing (Doc ID: 670028) near bathroom, kitchen sinks and canteen.
3.5	No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.	<ul style="list-style-type: none"> i. Hand sanitiser provided outside entrance to Canteen. ii. Display NSW Health Poster Hand Washing (Doc ID: 670028) in canteen. iii. Provide disinfectant sprays and wipes for customers to use on any tables, chairs provided within the canteen.
3.6	Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	i. Ensure all cutlery and crockery provided is washed thoroughly in hot dishwasher cycle.
3.7	Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	i. Cleaners to be advised of this.
3.8	People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> i. Furniture in excess to be locked away. ii. Display NSW Health Poster Hand Washing (Doc ID: 670028) near bathroom and kitchen sinks.
3.9	Consider removing printed pamphlets, and instead providing relevant information through digital channels such as email or website.	N/A
3.10	Encourage contactless payment options.	N/A
3.11	If items are to be viewed, encourage visual inspection where practical. Provide hand washing facilities or hand sanitiser for customers to use before and after handling objects. Have detergent or disinfectant wipes available to wipe objects regularly, where practical.	<ul style="list-style-type: none"> i. Facility users separated by their purpose of attendance, and instructed to leave the site on conclusion of their business, or wait in their vehicle until the commencement of their business. ii. No observers permitted access to CWLE. iii. Hand sanitiser, disinfectant sprays and wipes available to common areas of the CWLE.



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REQUIREMENTS		ACTIONS
4	Record Keeping	
4.1	Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none">i. Conditions of Entry (Doc ID: 670578) displayed at entrance.ii. Ensure all attendees present a completed <i>Covid-19 Register of Attendance</i> form (Doc ID: 668390) on arrival.
4.2	Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none">i. Display <i>CovidSafe App Poster</i> (Doc ID: 670080)
4.3	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.	<ul style="list-style-type: none">i. As directed by NSW Health.