



## COVID-19 Safety Plan: Wheogo Short-Stay Rest Area

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<b>Purpose of Plan</b>	To provide framework for the management of the Wheogo Short-Stay Rest Area in compliance with Covid-19 Public Health Orders.
<b>Plan completed by:</b>	Governance Officer
<b>Plan approved by:</b>	Manager Property & Investment

REQUIREMENTS		ACTIONS
<b>1</b>	<b>Wellbeing of staff and visitors</b>	
1.1	Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result.	i. Display NSW Health Posters in communal locations: <ol style="list-style-type: none"> <li>a. <i>Who to Call</i> (Doc ID: 670030).</li> <li>b. <i>Protect Yourself from Viruses</i> (Doc ID: 670026).</li> </ol>
1.2	Consider how visitors could be isolated while awaiting results where practical.	i. Conditions of Entry (Doc ID: 672528) displayed at entrance.
1.3	Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	i. Display NSW Health Posters in communal locations: <ol style="list-style-type: none"> <li>a. <i>Who to Call</i> (Doc ID: 670030).</li> <li>b. <i>Protect Yourself from Viruses</i> (Doc ID: 670026).</li> </ol>
1.4	Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	ii. Conditions of Entry (Doc ID: 672528) displayed at entrance.
1.5	Consider whether appropriate cancellation or similar flexible booking policies are in place.	N/A



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REQUIREMENTS		ACTIONS
<b>2</b>	<b>Physical Distancing</b>	
2.1	Where practical, have a staff member responsible for ensuring physical distancing of camp sites.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 672528) displayed at entrance.</li> <li>ii. No staff patrol this area. Rangers may enforce at time of record collection.</li> </ul>
2.2	Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 672528) displayed at entrance.</li> </ul>
2.4	Visitors staying at the grounds may have guests, but the total number of people at each outdoor gathering should not exceed 20.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 672528) displayed at entrance.</li> </ul>

REQUIREMENTS		ACTIONS
<b>3</b>	<b>Hygiene and Cleaning</b>	
3.1	Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) in public toilets.</li> </ul>
3.2	Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	N/A
3.3	Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> <li>i. Cleaners to ensure hand soap and paper towel is restocked every day.</li> </ul>
3.4	Provide visual aids above hand wash basins to support effective hand washing.	<ul style="list-style-type: none"> <li>i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.</li> </ul>



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REQUIREMENTS		ACTIONS
<b>4</b>	<b>Record Keeping</b>	
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"><li>i. Conditions of Entry (Doc ID: 672528) displayed at entrance.</li><li>ii. Council Rangers attend to collect information daily.</li></ul>
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"><li>i. Display <i>CovidSafe App Poster</i> (Doc ID: 670080)</li></ul>
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"><li>i. As directed by NSW Health.</li></ul>