

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

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Mojo Mingle & Offline Valentine & The Vegan Matchmaker
Business location (town, suburb or postcode)	Social events at various venues across Sydney.
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Effective date	20 November 2020
Date completed	24 November 2020

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Customers and staff are instructed as follows:

Please do not attend our events if you have cold or flu-like symptoms, have tested positive to Covid-19 recently, if you are awaiting test results, or if you have been in close contact with someone who is a confirmed case of coronavirus.

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

If staff have cold or flu symptoms: get a Covid-19 test, and remain home until test results

are confirmed negative.

Maintain 1.5meter distance from others whenever possible.

Wear a face mask as per the current level of restrictions.

Clean event materials after use.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Sole trader.

Display conditions of entry for any customers or visitors (website, social media, entry points).

Conditions of entry to be displayed on website (T&Cs), social media post and on event listing and at the event upon arrival:

Please do not attend our events if you have cold or flu-like symptoms, have tested positive to Covid-19 recently, if you are awaiting test results, or if you have been in close contact with someone who is a confirmed case of coronavirus.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Face covering (2 ply minimum) is mandatory when a social distance of 1.5 meters is unachievable

Guests are required to carry hand sanitiser and apply as required.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

NA

I work from home.

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.

Events have a capped number of tickets available.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

NA

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.

NA

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Face covering (2 ply minimum) is mandatory when a social distance of 1.5 meters is unachievable

Use telephone or video for essential meetings where practical.

Zoom parties will replace in-person events if Covid-19 causes a change in plan.

Review regular deliveries and request contactless delivery and invoicing where practical.

NA

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

NA

If staff or workers need to travel together in the same vehicle:

- encourage passengers and drivers to spread out, using front and back seats
- workers should only handle their own tools and bags where possible
- have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
- encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.

NA

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

When walking from Venue A to Venue B, remind guests to maintain 1.5m or wear face covering

(Face covering (2 ply minimum) is mandatory when a social distance of 1.5 meters is unachievable)

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand-sanitiser shall be supplied and guests are expected to carry and apply their own sanitiser.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Wipes supplied to clean conversation cards, name badges, pens and other event materials.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

NA

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

NA

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

NA

Staff should wash hands thoroughly with soap and water before and after cleaning.

Wash hands thoroughly before and after cleaning.

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).

NA

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Set up QR code to record contact details of each person attending the event.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an

electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Customer records to be kept secure.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

NA

Workplaces should consider registering their business through nsw.gov.au

Register through nsw.gov.au

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.

Yes

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

Yes