



COVID 19 safety plan

Whitehead & Associates (W&A) are committed to providing a safe workplace for staff and visitors. This COVID safe plan presents physical distancing, hygiene and cleaning measures and record keeping in place to protect the wellbeing of staff and visitors to W&A premises and participants on Centre for Environmental Training (CET) courses.

W&A will continue to monitor the COVID 19 situation and will respond to any changes in Government regulations or advice from NSW Health. W&A will be alert for any local outbreaks of COVID 19.

COVID 19 safety information, including conditions of participation, will be given to CET course participants prior to the course.

Physical Distancing for staff

Cardiff Office

The office has capacity for 14 people at 4m² per person. Maximum staff numbers at present are 9. With staff working variable hours, there are generally 6 people in the office at any one time. The kitchen and meeting room are the smallest rooms, with a capacity for 3 people each. Please be considerate in your use of these rooms.

Coffs Harbour Office

The office has capacity for 6 people at 4m² per person. Maximum staff numbers at present are 3. The kitchen is the smallest room, with a capacity for 2 people. Please be considerate in your use of the kitchen.

W&A has very few casual visitors, as most contact with clients is carried out by phone and email. Staff organising face to face meetings must consider the capacity of the meeting space and be prepared to postpone the meeting if any of the participants are unwell. Deliveries to the office are received at the front door.

Staff are expected to clean their own work space, desk, keyboard and phone. Cleaning materials are available in the kitchen cupboard. Staff are asked to consider the potential for transfer of viral material on personal items brought to the office such as mobile phones. Staff are reminded to maintain 1.5m distance when talking to colleagues.

Staff are reminded to practice good hygiene, to cough and sneeze into their elbow and wash their hands frequently.

Staff have been told to not come to work if they are not well; personal leave can be accessed in this situation. Staff are encouraged to get tested if they have respiratory symptoms and are expected to remain away from work until they have received any test results. Information about testing is available at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx>

W&A has systems in place so that staff can work from home. Staff are encouraged to work from home if family members are unwell with respiratory symptoms.

Staff are reminded of the need to continue to practice social distancing and good hygiene when working in the field. Consider whether fieldwork gear needs to be shared and appropriate hygiene measures.

Where two staff members need to travel together in a vehicle, the air conditioner should be used on the external air setting rather than recirculating air.

Hygiene and cleaning

Soap and water are available for handwashing in the bathroom, toilet, kitchen and laboratory.

Hand sanitiser is available at the front door, in the kitchen, and on desks.

Regular cleaning continues, with disinfecting of hard shared use surfaces (door handles, light switches, kitchen surfaces etc.) carried out at the end of the day. Use disinfectant according to instructions on packaging.

Staff are expected to clean their own workspace and equipment.

Shared surfaces in the ute (door handles, steering wheel, gear lever, hand brake etc.) are to be wiped before and after use with dilute solution of bleach or disinfectant diluted according to instructions on packaging, or with disinfectant wipes, kept in the vehicle.

Display handwashing signage in the bathroom and kitchen.

W&A to check Safe Work Australia and NSW Health websites periodically for guidance on cleaning and disinfecting and to update office procedures as required.

Record keeping for contact tracing

W&A maintains a record of staff contact details.

Staff are encouraged to download and use the COVIDsafe app.

W&A records client details and will retain the name and number of field contacts for 28 days to enable contact tracing if necessary.

W&A will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the workplace, and will notify SafeWork NSW on [13 10 50](tel:131050).

This COVID safe plan has been presented to all staff along with the W&A COVID risk register. The W&A COVID safe plan will be given to any new employees at the start of their employment.

Revision history:

150620 Original: BM Whitehead

160620 Revised and updated: JH Whitehead