

TOTAL ENVIRONMENT CENTRE

Ocean Action Pod - June 2020



COVID-19 Safety Plan

OCEAN ACTION POD

The Ocean Action Pod is a public education program on plastic pollution based around a trailer with informative and interactive exhibits; and associated education activity around it. It is staffed by community educators and operates in public paces and at schools.

Businesses must follow the current COVID-19 Public Health Orders, and manage risks to staff and other people in accordance with Work Health and Safety laws.

BUSINESS DETAILS	
Business name:	TOTAL ENVIRONMENT CENTRE INC
Plan completed by:	JEFF ANGEL, ALEX LYNCH
Approved by:	JEFF ANGEL

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and customers	
Exclude staff and customers who are unwell.	Prior to any event, Pod manager will require staff to inform in writing if feeling unwell by 24 hours or later if necessary, before the event and exclude themselves from attending.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff will be provided with information and links to government health requirements.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff will be made aware of their leave entitlements if they are sick or required to self-isolate. Note casual staff do not have such leave entitlements.
Display conditions of entry (website, social media, entry points).	Signage will be erected around and in the Pod about COVID-19 health requirements. The Pod website will also show these and this Plan.

Wellbeing of staff and customers	
Ensure COVID-19 Safety Plans are in place, for: • Ocean Action Pod events	Actioned.

REQUIREMENTS	ACTIONS
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Physical distancing	
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Calculate the floor area of the market space to determine the maximum number of people who can safely occupy the space (one person per 4 square metres). Consider displaying signage at entrances with the maximum safe capacity to manage customer expectations.	The Pod footprint will be calculated and the maximum number of people allowed, calculated and signage will show this number for inside and outside the Pod.
Put plans and systems in place to monitor and control the number of people on site at any given time to allow for physical distancing.	Staff will be trained to supervise the number of people allowed in the Pod footprint.
Consider strategies to avoid congregation at entrances and exits.	See above
Develop strategies to control the flow of crowds, such as separate entry and exit points and uni-directional marking on the ground.	The Pod will have entry and exit signs.
Develop strategies to reduce crowding wherever possible, such as markers on the floor where people are asked to queue.	Markers will be placed around the Pod and for education events next to the Pod to ensure appropriate numbers of people at the location and around mobile displays.
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 rope, table or service counter.	The outer limit of the Pod footprint will be defined by a rope barrier.
Consider strategies to avoid crowding if entertainers are performing.	NA
Encourage workers to stay at stalls and to avoid interactions between stall workers (including at meal breaks), where reasonably practical.	Workers will be instructed to avoid close interactions and to maintain 1.5m distance.
If seating is required, move or remove seating to comply with 1.5 metres of physical distance.	Where seating is required for an activity, it will be placed to comply with 1.5m distance.
Review regular deliveries and request contactless delivery and invoicing where practical.	NA

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Staff will be instructed about good hygiene practices.
Provide hand sanitiser at multiple locations throughout the marketplace, including entry and exit points.	Hand sanitiser will be made available in and around the Pod.
Ensure bathrooms are well stocked with hand soap and paper towels.	NA
Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including tables, several times per day with a detergent or disinfectant solution or wipe.	Frequently touched services such as interactive exhibits will be cleaned with disinfectant every 2 hours.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Maintain appropriate strength disinfectant solutions.
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.	Visual inspection will be encouraged.
Consider removing printed pamphlets, and instead providing relevant information through digital channels such as email or website.	NA
Limit the use of cash transactions by encouraging contactless payment options.	NA
If entry ticketing is required, consider electronic methods.	NA
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff to wear gloves and wash hands thoroughly with soap and water, before and after event.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	NA

REQUIREMENTS	ACTIONS
Record keeping	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	COVIDSafe app info to be provided.
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.	If we are made aware of a positive case of COVID-19 by a staff member or person who attended an event we will notify NSW Health and SafeWork.