

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

Commercial vessels (including tours, functions, parties or similar recreational activities)

We've developed this COVID Safe Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business.

You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

> 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.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).	

Wellbeing of staff and customers

Display conditions of entry (website, social media, email, reception).

REQUIREMENTS

ACTIONS

Physical distancing

If the vessel is being used for commercial scuba diving, snorkeling or marine animal watching tours, the total number of customers should be no more than 50 excluding crew.

If the vessel is being used for hosting other functions or tours the total number of people should not exceed the lesser of 50 customers (excluding crew), or the total number of people allowing 4 square metres of space per person (including crew).

Use contactless check-in where reasonably practical to reduce the movement of customers and the number of surfaces touched. If signatures are required, clean pens between customer use with a disinfectant solution or wipe.

Move or remove tables and seating as required, including in waiting areas, to support 1.5 metres of physical distance. Members of the same household are not required to physically distance.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as tour meeting points.

Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks).

Use telephone or video for essential meetings where practical.

Stagger start times and breaks for staff members to minimise the risk of close contact, where reasonably practical.

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

Have strategies in place to manage gatherings that may occur immediately outside the vessel, such as wharf or jetty pick up or drop off zones.

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practice and ensure hand hygiene facilities are available to customers and staff.

Hygiene and cleaning
Ensure bathrooms are well stocked with hand soap and paper towels.
Consider strategies to reduce the number of surfaces touched by customers.
Clean public areas frequented by staff or customers at least daily with detergent/disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent/disinfectant solution or wipe.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, customers should not share dishes, drinking glasses, cups, and eating utensils.
Ensure processes are in place to launder towels between use if provided. Customers should not share towels.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Limit the use of cash transactions by encouraging contactless payment options.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, customers 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.	
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	
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.	