

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



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name River Road Creative Academy

Business location Tahmoor

Completed by Patrick Nellestein

Email address patrick@riverroad.edu.au

Effective date 7 December 2020

Date completed 15 March 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Students who are unwell, or present symptoms of COVID-19 will not be able to enter River Road Creative Learning space.

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

All teachers are provided information and training on how to manage COVID-19, including physical distancing, wearing masks and cleaning.

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

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

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

Conditions of entry are provided at the doorway entrance of River Road's Creative Learning space. This also includes River Road's Facebook page and website.

Physical distancing

Any teacher or students who are unwell are not permitted to attend River Road's Creative Learning space. All teachers must ask each student "Are you feeling well" before people are allowed to enter.

Any who have been in contact with people awaiting a Covid 19 test result are not permitted to enter River Road's Creative Learning space

Masks are available, and to be worn if required under government advice.

Hand hygiene and sanitation stations are available at entrance.

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.

Teachers have dedicated work stations, minimising movement between other staff and students.

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.

River Road's scheduling system is in place to monitor and control the number of teachers and students at any given time to allow for physical distancing.

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

River Road is set up to provide flexible working arrangements including teaching from home, or early and late shifts to reduce peak periods.

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.

River Road has set markers on the floor to ensure teachers and students stay at a safe distance.

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.

All learning and interactive spaces will maintain a distance of 1.5 meters between staff and students.

Use telephone or video for essential meetings where practical.

River Road uses Zoom and Teams to conduct meetings and virtual lessons when required.

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

Students are encouraged to pay fees online using River Road scheduling tools.

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

River Road uses signage near crowding points including waiting space, to ensure both teachers and students maintain 1.5 metres physical distancing wherever practical.

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.**

NA

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser is available at the entry of River Road Creative Learning
spaces

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

All musical equipment, surfaces, and digital devices are wiped down after each student,

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

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

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

River Road's Creative Learning space is cleaned daily with detergent and disinfectant,
with frequently touched areas and surfaces several times per day.

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

River Road staff will use disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

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

Teachers should wash hands thoroughly with soap and water 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).

In indoor areas, increase natural ventilation by opening windows and doors, maximising the intake of outside air and reducing or avoiding re-circulation of air.

Record keeping

River Road keeps a record of all students' attendance. QR check in codes are available at entrance for regular and accurate record keeping, and in the event a student is accompanied by a guest.

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](https://www.nsw.gov.au)

All records are inline with River Road's privacy policy. All student personal information is stored within a secured database, attached to a scheduling system.

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

River Road staff are made aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

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

River Road endeavours to register the business.

**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.**

River Road is committed to 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.

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