

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



## Your COVID-19 Safety Plan

### Theme parks and amusement centres

#### Business details

Business name	Donna the Astronomer
Business location (town, suburb or postcode)	Coonabarabran 2357
Completed by	Donna Burton
Email address	<u><a href="mailto:DONNA@DONNATHEASTRONOMER.COM.AU">DONNA@DONNATHEASTRONOMER.COM.AU</a></u>
Effective date	15 January 2021
Date completed	22 February 2021

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#### Wellbeing of staff and customers

##### **Exclude staff and customers who are unwell from the premises.**

Staff who are feeling unwell will be requested not to attend work and if displaying COVID symptoms will be asked to obtain a COVID test and remain away from work as per NSW Health Guidelines. Visitors will be asked to confirm that they are not feeling unwell or are in quarantine or isolation awaiting test results for COVID 19

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

Staff are trained on induction and regularly updated as per NSW Health Guidelines and

NSW Govt changes to policy

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

Staff are informed of their rights and obligations under the relevant award and under NSW Health Guidelines

**Display conditions of entry (website, social media, venue entry).**

Conditions of entry are provided when booking via email, text, or on signage as well as on website and social media

**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).**

Customers who need to cancel due to COVID 19 issues will be refunded even at short notice.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars**

not applicable

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## **Physical distancing**

**Capacity must not exceed one person per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.**

As most of our viewing and entertainment is outside and we have over 100 square metres so outside we can have up to a maximum of 50 people with extra areas available if necessary. Inside the building, each room can hold up to 15 people under the

**Consider implementing a time-based booking or ticketing system to manage crowding if this is likely to occur. Promote online ticket purchasing and electronic ticket checking where available.**

we have an online booking system and multiple shows per evening

**Have measures to support physical distancing at any events that may attract crowding, such as performances or popular rides/games.**

we have designated seating on individual chairs which are set up for each group suitably distance between each family or individual group.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing, for rides/games or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical. If long lines for rides/games are anticipated, consider whether other measures could be implemented such as virtual queues.**

Markers are on the floor and people are required to sit in their designated seats while awaiting their turn at the telescopes

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

1.5m physical distancing is marked and maintained between staff and customers and between each group of customers by signage and markings on the ground

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

not applicable

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.**

We do not have more than 3 staff at any one time and there is plenty of space for them to maintain social distancing

**Use telephone or video for essential staff meetings where practical.**

not applicable

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

we do not have a sufficient number of FTE to make this necessary and each staff member works in a different location on the site

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

not applicable as all deliveries have to be collected from town

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

People arrive in vehicles and are escorted to their appropriate seating locations

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from larger capacity venues, if crowding on public transport may occur.**

not applicable no public transport available in our area

**Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.**

not applicable

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Staff and visitors are encouraged via signage and to:

wash their hands often with soap and water. This includes before and after eating and

after going to the toilet

use alcohol-based hand sanitisers when you can't use soap and water

avoid touching eyes, nose and mouth

clean and disinfect surfaces used often such as benchtops, desks and doorknobs

clean and disinfect objects used often such as mobile phones, keys, wallets and work passes

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

All bathroom facilities are checked between shows and are fully stocked with soap and paper towels.

**Have hand sanitiser at key points around the centre, such as entry and exit points.**

There are hand sanitizer stations at entry and exits as well as at strategic locations around the site.

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

frequently touched areas and surfaces are cleaned on a regular basis daily and between groups

**Develop strategies to address cleaning of very high-touch surfaces such as handrails, gaming equipment or pool cues. Consider having disinfectant wipes available for patrons to use in between games.**

Disinfectant wipes and sanitizer are available at telescopes and high traffic areas

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

We use manufacturer recommended solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

**Staff should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Staff are required wear gloves when cleaning and wash hands thoroughly before and

after with soap and water.

### **Encourage contactless payment options.**

We take online bookings and use contactless eftpos

**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 our inside facilities we have windows, doors and dome opening to ensure ventilation

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, customers 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.*

We will keep a record of the name, contact number and entry time for all staff, customers 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.

**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)**

We will encourage the use of the Service NSW App where possible and if a customer

unable to do so we will add their details via kiosk.

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

All staff are made aware of the COVIDSafe app and the benefits of the app 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.**

We will 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