

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



Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Donna the Astronomer
Business location (town, suburb or postcode)	Milroy Observatory Coonabarabran 2357
Select your business type	
Zoos, reptile parks and aquariums	
Completed by	Donna Burton
Email address	<u>DONNA@DONNATHEASTRONOMER.COM.AU</u>
Effective date	11 October 2021
Date completed	9 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Staff and Visitors will be encouraged to advise if they feel at all unwell to make contact

with their supervisor to organise replacement staff. No one who has a temperature, runny nose, sore throat, cough or feeling unwell will be on the premises.

Visitors will be asked to confirm that they are not feeling unwell or are in quarantine or isolation awaiting test results for COVID 19 and they are not or have not recently been to an area under Stay at home orders as per any current NSW Health Order. All guests will be sent a message prior to attending reminding them of these requirements.

Customers are informed if they who to cancel due to COVID 19 issues will be refunded even at short notice.
notice.

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

Agree

Yes

Tell us how you will do this

Staff are trained on induction and regularly updated as per NSW Health Guidelines and NSW Govt changes to the current Health Orders.

All staff are given information on the current requirements re mask-wearing, hand sanitising, physical distancing on a regular basis. As we have a small team, this is done on an informal basis as the need arises. Signage is also available throughout the site.

Staff will also be asked how they are feeling and reminded to maintain social distancing - of themselves and their colleagues as well as guests and visitors.

Masks will be mandatory indoors at all times for both guests and staff and we will encourage children 12 years and older to wear them too.

A regular cleaning schedule of tabletops, walls, high-contact zones will be rostered and ticked off as done.

Reminders and updates of changes in requirements are also sent via staff WhatsApp group.

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

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

All staff are required to check in each day.

All guests will be asked to check in on arrival with multiple covid QR code forms.

Guides and staff should make note of any guests that look unwell during the visit.

Guests who do not check in will not be permitted to enter.

The Concierge App will be used for any guests who cannot use the QR code on their phone.

Every guest as part of a Group Booking will be required to check-in using this method.

School Teachers and students names and details must be provided to the guide before entry.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

As per current NSW Health Orders, all staff have been encouraged to obtain Covid vaccinations. At the time of writing (10 October 2021) all staff over 16 years are fully vaccinated. Due to the availability of vaccination age of the younger staff one under 16 year old has not yet been fully vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Capacity at a zoo or aquarium must not exceed the lesser of 1 person per 4 square metres in the premises, or 5000 persons.

Agree

Yes

Tell us how you will do this

As most of our viewing and entertainment is outside and we have over 100 square metres available 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 12 people each in the Kitchen Exhibition area and the main telescope room and 10 people in the entry area under 1 person per 4sq m rule. When the Health orders are varied to 1 person per 2 square metres this capacity will double.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

We have designated seating on individual chairs which are set up for each group suitably distanced between each other family or individual group.

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

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Posters reminding people to maintain their social distance will be put in place in areas that may see congestion.

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

Agree

Yes

Tell us how you will do this

Posters reminding people to maintain their social distance will be put in place in areas that may see congestion. Also people will be shown to their designated seating while waiting for show to commence or if there is congestion prior to check in and then taken in group by group for check in purposes.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Doors are open at all times inside and there is a steady flow of air through the premises.

The majority of the show is outside in the open air. People only need to come in to pay for the show or check in so they spend minimal time inside. The merchandise area is an area near open roller doors and is well ventilated.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The majority of the show is outside in the open air. People only need to come in to pay for the show or check in so they spend minimal time inside. The merchandise area is an

area near open roller doors and is well ventilated.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Doors are open at all times inside and there is a steady flow of air through the premises.

In indoor areas, 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).

Agree

No

Tell us how you will do this

not applicable as we do not have air conditioning as we are a predominantly out door venue

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

No

Tell us how you will do this

not applicable

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We will endeavour to speak to someone on what could be done with our indoor areas

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

All staff and customers over age of 12 are required to wear a facemask. These are available for sale in the check-in area if guests forget to bring theirs. A reminder message will be sent to all guests 12 hours prior to their visit reminding them of this requirement, and other covid-safe requirements.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

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

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

Agree

Yes

Tell us how you will do this

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

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

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

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors.

Agree

Yes

Tell us how you will do this

All visitors will be required to use the QR Code to check in, or provide their details through the concierge system. All staff working on site will check in daily too, ensuring their records are maintained by Service NSW. In the event of internet outage we will use a paper form as provided by Service NSW,

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR Codes will be displayed at the entrances and at check in desk.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records will be provided in an electronic format such as a spreadsheet as soon as possible, and within 4 hours, upon request from an authorised officer.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

There are no other venues on the property

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

Yes