

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

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Sydney Edible Garden Trail 2021
Business location (town, suburb or postcode)	Various Locations in Sydney
Plan completed by	Nita Lo
Email address	nlo@acadian-asset.com.au
Date	10 October 2020

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Signs will be put in place in each garden to remind visitors who are unwell to remain at home. We will also communicate this prior to the event via our social media, website and when we send out a reminder email about the event.

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

All volunteers and garden owners will be provided with information on physical distancing, mask wearing and cleaning. We will remind garden owners that they can refuse entry to anyone who is not wearing a mask or looks unwell.

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

This is not relevant to our event. However, we will remind garden owners that should they feel sick or unwell or have come into close contact with anyone with COVID that they should contact the event organizer immediately and we will remove the garden from the physical trail.

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

Condition of entry signage will be provided to all garden hosts.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Each garden hosts will be provided with physical distancing signage and a sign to show the maximum capacity in each garden. The garden hosts can choose the maximum number and this will vary according to the size of their garden. However we will recommend a maximum of 20 in each garden to ensure adequate social distancing.

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.

All registration and check-in will be done online to minimize contacts between the volunteers, hosts and garden owners.

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.

Each garden hosts will be provided with information on how to control the number of visitors on site at each given time . We will recommend that there is a person checking people into the garden and that the maximum visitor capacity is applied at all times. We will also recommend that garden paths be marked so the visitors know where to stand to maintain social distancing.

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

N/A

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.

We will recommend all garden hosts to minimize contacts with the visitors. As part of this we will recommend that hosts do not share any food or drinks on the physical trail. Furthermore, visitors will be limited to the garden only and there will be no access to internal areas such as toilets and kitchens, to minimize possible contacts.

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.

We will recommend that garden paths be marked so the visitors know where to stand to maintain social distancing.

Use telephone or video for essential meetings where practical.

N/A

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

N/A

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

We will recommend that garden paths be marked so the visitors know where to stand

to maintain social distancing.

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.**

N/A

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

N/A

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

We will recommend all garden hosts to provide hand sanitizers upon entry.

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

N/A

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

N/A

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

As mentioned above, we will recommend all garden hosts to minimize contacts with the

visitors. As part of this we will recommend that hosts do not share any food or drinks on the physical trail. Furthermore, visitors will be limited to the garden only and there will be no access to internal areas such as toilets and kitchens, to minimize possible contacts.

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

We will recommend all garden hosts to have disinfectant solutions to clean any shared items regularly.

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

We will recommend all garden hosts and volunteers to wash hands regularly or use the hand sanitizers, especially if they have come into contact with any of the visitors.

Record keeping

Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.

Each visitor will need to sign-in using the designated QR Code.

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

We will include the COVIDsafe app in the entry signage.

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

N/A we are not a business, this is a one off event.

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.

YES

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

Yes