

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



## Your COVID-19 Safety Plan

### General

#### Business details

Business name	Polish Cleaning Pty Ltd
Business location (town, suburb or postcode)	Newcastle, NSW
Completed by	Agnieszka Kumorkiewicz
Email address	<a href="mailto:aga@polishcleaning.com.au">aga@polishcleaning.com.au</a>
Effective date	11 September 2021
Date completed	27 September 2021

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### Wellbeing of staff and customers

#### Exclude people who are unwell from the premises.

##### Agree

Yes

##### Tell us how you will do this

We will under no circumstance allow an employee that is sick or has any flu-like symptoms to come to work.

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

**Agree**

Yes

**Tell us how you will do this**

We provided all our staff members with information on when to get tested, physical distancing, wearing masks, etc.

We monitor government websites and update all the staff members if there will be any significant changes to the above information.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Cleaning technicians will wash their hands once in Your home/office, and wash hands prior to leaving Your home/office.

Technicians will disinfect the things they touch before entering Your home/office (mop handles, vacuum handles, etc.)

**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**

N/A

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

We encourage all staff members to get a vaccination, as some of the customers require that from our technicians.

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## **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.**

**Agree**

Yes

**Tell us how you will do this**

no more than 2 people are working in an indoor area of the home/office at the same time;  
a resident/worker must stay in a separate indoor area to where the work is being carried out

**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**

no more than 2 people are working in an indoor area of the home/office at the same time;  
a resident/worker must stay in a separate indoor area to where the work is being carried out

**Agree**

Yes

**Avoid congestion of people in specific areas where possible.**

**Tell us how you will do this**

no more than 2 people are working in an indoor area of the home/office at the same time;  
a resident/worker must stay in a separate indoor area to where the work is being carried out

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.**

**Agree**

Yes

**Tell us how you will do this**

N/A

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**Ventilation**

**Review the COVID-19 guidance on ventilation available on NSW Government 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**

N/A

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

N/A

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

**Agree**

Yes

**Tell us how you will do this**

N/A

**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**

Yes

**Tell us how you will do this**

N/A

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

**Agree**

Yes

**Tell us how you will do this**

N/A

**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**

N/A

## **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**

Workers should

minimise time spent in any indoor common property areas and wear a face mask at all times.

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

**venue.**

**Agree**

Yes

**Tell us how you will do this**

Cleaning technicians will sanitize hands prior to entering Your home or office

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

**Agree**

Yes

**Tell us how you will do this**

On the customer's request, we can stock 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**

While in Your home/office we will pay special attention to disinfecting often-touched surfaces throughout Your home/office, such as light switches, door handles, etc.

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## **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, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

We use NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers or contractors.

**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**

We ensure that people provide the required contact information, such as by checking phones for the green tick

**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, customers and contractors 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**

we also keep records on the spreadsheet if staff, customers or contractors aren't able to use QR Code

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



Yes