

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



## Your COVID-19 Safety Plan

### Retail and auctions

#### Business details

Business name	One Life Hope Shop Incorporated
Business location (town, suburb or postcode)	75 Muldoon Street, Taree, NSW 2429
Select your business type	
Retail and grocery	
Completed by	Kellie Harrison
Email address	<a href="mailto:kelharry58@gmail.com">kelharry58@gmail.com</a>
Effective date	2 August 2021
Date completed	16 August 2021

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#### Wellbeing of staff and customers

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

Agree

Yes

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

1. Display appropriate posters at the main entrance to the building.
2. Advise customers and visitors to stay at home if they:
  - a. Are feeling unwell or have a cold or flu symptoms, for both adults and children
  - b. Have a serious underlying health condition that could put you at increased risk
  - c. Think you might have been in close contact with a confirmed case of coronavirus

### **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**

Information and training on COVID-19 is provided to all who attend One Life Hope Shop via the One Life Church website via links to the current NSW Government Health Orders, including when to get tested, physical distancing, wearing masks and cleaning.

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

**Agree**

Yes

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

One Life Hope Shop website has a link to the latest government guidelines on COVID-19 safety recommendations and our One Life Hope Shop COVID-19 safety plan. Hand hygiene, current recommendations and Covid-19 safety posters are displayed at the entry to the building and throughout the premises.

**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**

The One Life Hope Shop is housed in the One Life Church building and has a Covid-19 Safety

Plan on the premises. Additional contact details are collected using a QR code at the shop entrance if not already collected at the main entrance

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

### **Agree**

Yes

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

We will provide information about the current NSW Government vaccine rollout, vaccination advise and how to make a booking to receive a vaccination on our website by following this link

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/aboutvaccine-rollout>

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## **Physical distancing**

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

### **Agree**

Yes

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

One Life Hope Shop has the capacity for 15 customers using the rule of one visitor per 4 square metres.

**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**

Staff will maintain 1.5m physical distancing whilst serving customers.

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

**Agree**

Yes

**Tell us how you will do this**

Spaced markers are placed on the floor when customers are making payments at the cash register.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.**

**Agree**

Yes

**Tell us how you will do this**

When service is complete, customers will be asked to move outside the building. Customers will be advised to maintain physical distancing inside the shop premises and outside the building.

## 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**

You must wear a face mask at indoor non-residential premises in NSW.

Appropriate signage will be displayed.

Masks will be offered at the main entrance for customers who do not have one.

For those customers with an exemption from wearing a mask, they must display or provide that exemption prior to entering the building.

When an exemption cannot be produced, the customer will be asked to leave the building.

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

**Agree**

Yes

**Tell us how you will do this**

Customers are encouraged to practice good hand hygiene. Hand washing posters are displayed throughout the building for public reference.

Hand sanitiser is available at the main entrance check-in point, in the bathrooms and at the entrance to the Hope Shop.

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

**Agree**

Yes

**Tell us how you will do this**

Customers will use the One Life Church bathrooms, which are well stocked with soap

and paper towel to ensure good hand hygiene practices.  
Hand hygiene posters are displayed in the bathrooms.

**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**

Indoor hard surfaces within the Hope Shop will be cleaned with disinfectant wipes regularly throughout the day.

**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).**

**Agree**

Yes

**Tell us how you will do this**

Air conditioning is set to maximise the intake of outside air and doors are opened to allow good ventilation.

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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

There is only one entry point to the building housing the Hope Shop.

Upon entry, each person or family will check-in using the Service NSW QR code displayed at the entrance form electronic collection of details. A second QR code is at the entrance to the Hope Shop.

**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

Customers will be asked by Hope Shop staff to present their phones to confirm they have checked in by sighting 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, volunteers, visitors 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

A COVID safe method to take details manually is available at the main entrance. Pens are disinfected with 'Pine O Cleen' surface wipes prior to use and used pens are placed in a separate container after use.

Confidentiality and security of contact details will be maintained according to One Life Church Taree Privacy Policy.

All contact details will be kept for at least 28 days and will only be used for the purpose of tracing Covid-19 infection

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

Yes