

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



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Pallion
Business location (town, suburb or postcode)	Level 5/155 King St, Sydney.
Select your business type	
Retail and grocery	
Completed by	Nick Kumar
Email address	nick.kumar@pallion.com
Effective date	2 August 2021
Date completed	17 August 2021

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

Staff, contractors and visitors who are unwell are not permitted to enter the premises.

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

Staff are instructed to:

- use sanitiser (provided)
- wear a mask at all times (masks are provided) except when eating or drinking
- physically distance from each other (minimum 1.5 m distance)
- using cleaning supplies provided
- getting tested if they develop symptoms, are a close or casual contact, and every 3 days of they are coming to work from an LGA area of concern.

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

Agree

Yes

Tell us how you will do this

Conditions of entry are displayed on our website and upon entry to the site.

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

Staff are required to check each person entering the premises has checked in using the QR code in accordance with the NSW government requirement.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff are encouraged to speak to their Dr about accessing the Covid-19 vaccination.

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

The 4 square metre rules is required to be maintained wherever possible.

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

All people (employees, contractors and visitors) are required physically distance including during meal and rest breaks.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Occupancy limits are displayed upon entry and signs for maximum number permitted in each work area are also displayed.

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

Staff to address any gatherings if they occur immediately outside the premises.

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

Signage has been displaced outside the premises for mandatory face mask requirements.

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

Agree

Yes

Tell us how you will do this

Signs for how to wash hands properly are provided in all bathrooms at the premises. Hand sanitiser is provided upon entry/exit to the premises as well as in all work areas.

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

Agree

Yes

Tell us how you will do this

Bathrooms remain well stocked with soap and paper towels to dry hands. Glen20 disinfectant spray is also available in each toilet cubicle.

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

Staff are required to wipe down their workstations several times per day with disinfectant wipes provided. The disinfectant fogging spray is used at the premises daily.

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

Windows are opened wherever possible, and airconditioner internal recirculation is not used whenever possible.

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

Use of the NSW Government QR code system is required to be used by anyone entering the premises each time they enter the premises. This includes employees, contractors and visitors. QR codes for check-in are provided in clearly visible locations at the entry point the premises.

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

Client service staff are required to check each person entering the premises has checked in.

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 manual check-in option is provided as an alternative to using the QR code in accordance with the NSW government requirement. The records taken include the name, contact number, and entry time for all staff, customers, and contractors and are entered into the online NSW government database within 12 hours. Anytime prior to entering online, the information is kept secure on the premise able to be provided upon request to an authorised officer.

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

Yes