

COVID-19 Safety Plan

Helping Business Get Back to Work

BUSINESS DETAILS
Business Name: The Royal College of Pathologists of Australasia
Plan Completed by: Helen Freeborn
Approved by: RCPA Board of Directors

GUIDANCE AND ACTIONS

Guidance	Actions
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	Staff and visitors are not to enter the premise if they display any signs of illness – in particular, cough, shortness of breath or sore throat. Prominent signage at entrances
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Signage around both venues, additional hand sanitiser and wipes.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Email communication to staff alongside verbal updates during staff meetings
Display conditions of entry for any customers or visitors (website, social media, entry points).	QLD Health poster displayed at main entrance of both buildings
Requirements	
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 close proximity where practicable.	All staff seats are 1.5m away from each other
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	No hot-desking, with staff to use the desk assigned.
Put plans and systems in place to monitor and control the numbers of workers and	A staff roster is available online and staff are encouraged to document if they are working from home or on-site. A visitor book

customers on-site at any given time to allow for physical distancing.	is maintained with each visitor's name and contact number listed
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Applied and staff encouraged to utilise off peak options
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Staff are regularly reminded with appropriate signage. Staffing limit numbers are placed in meeting rooms and eating areas.
Use a telephone or video for essential meetings where practical.	Implemented using Microsoft Teams. BOD approved, no face to face meetings until after winter.
Review regular deliveries and request contactless delivery and invoicing where practical.	Implemented by delivery personnel. No touch deliveries
Use of masks	In environments with low COVID19 prevalence, masks are not recommended however should COVID19 cases in NSW escalate, staff may be encouraged to use masks in line with health department recommendations.
Hygiene and Cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Multiple hand sanitisers are placed around both College venues, with personal hand sanitiser units provided. Use is encouraged and supported by signage on good handwashing practices.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Surface wipes provided to staff and usage is encouraged.
Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.	Cleaners have been instructed to perform enhanced cleaning of commonly used areas and ensure adequate stock of hand soap and paper towels. Signs regarding hand washing are also prominent.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Cleaners have been instructed to perform enhanced cleaning of commonly used areas.

Requirements	Actions
Record Keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	All visitors to the College who are staying >15mins are to provide name and mobile number on arrival. This information is uploaded to SharePoint and the originals shredded.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Information provided during staff meetings regarding the use of the COVID safe app.