

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



Your COVID-19 Safety Plan

General

Business details

Business name	Merewether Guitar Studio
Business location (town, suburb or postcode)	35 Bershire Ave, Merewether Heights
Completed by	Matthew Larner
Email address	merewetherguitarstudio@gmail.com
Effective date	11 September 2021
Date completed	28 September 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Students and tutors agree to stay at home and cancel the lesson when feeling unwell with cold or flu like symptoms. Consult with their doctor and only return to lessons when clear of all symptoms and given the “all clear” by medical professionals.

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

Tutors and students agree to sanitise on arrival and departure, wear a mask at all times and maintain a social distancing of 1.5m. Ensure the one person per 4 sqm limit is adhered to at all times.

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

Agree

Yes

Tell us how you will do this

Poster display outlining physical distancing, hygiene and cleaning, record keeping and wellbeing of staff and customers.

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

All student visit times are recorded in the business database. QR code is displayed for

mandatory check in.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff are informed of COVID-19 vaccination availability.

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

Number of people in music studio is limited to ensure the one person per 4 sqm limit is adhered to.

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

Tutors and students agree to 1.5m physical distancing. Sign displayed showing 1.5m physical distancing.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

No mixing or queuing of students.

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

No mixing or queuing of students.

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

Use a HEPA air filter, keep windows and doors open.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Promote the use of outdoor settings for conducting music lessons.

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

Agree

Yes

Tell us how you will do this

Use a HEPA air filter, keep windows and doors open to increase natural ventilation.

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

Use a HEPA air filter if available and keep the windows and doors open to increase natural ventilation.

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

Regular filter cleaning and filter changes.

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

Research to be completed.

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

All tutors and students are required to wear face masks as according to the current government guidelines.

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

Agree

Yes

Tell us how you will do this

Have hand sanitiser available for use on arrival and departure of music studio.

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

Agree

Yes

Tell us how you will do this

Regularly stocked.

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

Provide sanitiser, wipes and disinfectant spray in teaching studio.

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

Mandatory QR code check in displayed at entry of business.

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

QR code made clearly visible and accessible at entrance to business.

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

Keep diligent records.

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

Yes