

COVID SAFETY PLAN

Simply Splendid Photography

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Wellbeing of staff and clients

- Ensure all staff and clients have access to current health advice and physical distancing guidelines.
- Exclude staff and clients who are unwell for at least the recommended minimum exclusion periods.
- If providing a service for a business follow the COVID Safety Plan in place for that business we are undertaking work for.
- When performing private business it is required all staff and clients complete a Health Declaration Form that states they do not have any COVID-19 symptoms. If providing a service for a business as visitors, ensure their COVID Safety Plan is followed.
- Any staff that displays symptoms of COVID-19 are to be tested for COVID-19 immediately and remain isolated at home until results are received.
- Exclude all staff and clients that are getting tested, or have been tested, for COVID-19 and advise them not to return until evidence of a negative result can be provided.
- Ensure all staff and clients are aware of when to isolate for 14 days and be tested for COVID-19. This includes, but is not limited to: When they develop symptoms of COVID-19, when they have been a close contact of a confirmed positive COVID-19 case, when they have visited a COVID-19 hotspot or have known links to a cluster or if a fellow staff member returns a positive COVID-19 result.
- Ensure all staff and clients that develop symptoms of COVID-19 whilst working or are involved in a session are excluded immediately.
- When performing private business ensure all clients are aware of the conditions of service before engaging in business.
- Immediately report any staff or client confirmed cases of COVID-19 to NSW Health Department and provide authorities with all relevant information.

Physical distancing

- When possible, ensure any consultations are carried out remotely via telephone or video.
- Display conditions of service on website, social media and booking information.
- Where possible, avoid situations where clients need to queue or assemble in large groups.
- Advise clients not to arrive early for sessions.
- Use mobile/contactless sign in/model release or have this done before session via email.
- Ensure all staff and clients are aware they need to maintain 1.5m physical distancing.
- If more than one client/family are involved in a session consider the use of floor markings or barriers.
- Encourage staff to travel directly to and from work where possible. If staff need to travel in the same vehicle encourage passengers to spread out using the front and back seats, only handle their own bags or belongings, driver to clean any hand touch areas at the end of the trip with detergent/disinfectant and set air conditioning to external airflow rather than recirculation.

Cleaning

- Provide hand sanitiser at multiple locations for all staff and clients.
- Ensure waste bins are hands free.
- Have masks available for staff and ensure all staff are trained in correctly handling and using masks.
- Ensure all staff are aware of the need to cover their cough and sneeze by coughing or sneezing into their elbow or use a tissue to cover their mouth and nose.
- Ensure staff are aware of hand washing facilities.
- Ensure surfaces are wiped down with disinfectant between clients.
- Ensure staff sanitise or wash hands between clients.
- Wipe down all equipment such as cameras and props after use.
- Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Record Keeping

- Keep name and mobile number or email address for all staff, clients, contractors and visitors 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. Completed model release forms and online booking details can be used.
- Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the workplace.
- Review COVID Safety Plan weekly or when circumstances, restrictions or public health advice changes.