

# > HELPING BUSINESS GET BACK TO WORK



30 May 2020

## COVID-19 Safety Plan

### Camping grounds and caravan parks

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

#### BUSINESS DETAILS

Business name:
Plan completed by:
Approved by:

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result.	
Consider how visitors could be isolated while awaiting results where practical.	
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Display conditions of entry (website, social media, venue entry).	
Consider whether appropriate cancellation or similar flexible booking policies are in place.	

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Where practical, have a staff member responsible for ensuring physical distancing of camp sites.	
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	
Visitors staying at the grounds may have guests, but the total number of people at each outdoor gathering should not exceed 10.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	
Use telephone or video for essential meetings where practical.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Consult with your Local Emergency Management Committee to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to visitors.	

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	
Ensure bathrooms are well stocked with hand soap and paper towels. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment.	
Clean frequently used indoor areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	

### Hygiene and cleaning

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Encourage contactless payment options.

### REQUIREMENTS

### ACTIONS

### Record keeping

Keep a record of name and a mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.