

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

General

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 and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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

BUSINESS DETAILS	
Business name:	Jet Flyers Association NSW Inc
Plan completed by:	Malcolm Robertson - Secretary JFANSW Inc - 08/09/2020
Approved by:	JFANSW Inc Executive Committee

> GUIDANCE FOR BUSINESS

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

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	1. This Safety Plan must be read in conjunction with the published JFANSW event conditions entry 2. Ask members or visitors to leave immediately if they appear unwell. Advise a committee member if this happens
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	1 As above 2 If the JFANSW committee become aware that a person with Covid-19 has visited the field on a given day then it will: <ul style="list-style-type: none"> - close the field whilst the seats, tables, handles & common surfaces are cleaned as far as is practicable - urgently contact all people who recorded their attendance in the site log book on that day - further steps deemed necessary, including longer term closure - formally advise medical authorities
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	1 Not applicable to general club members 2 JFANSW Committee members are not to attend face-to-face committee meetings if sick or if required to self isolate
Display conditions of entry for any customers or visitors (website, social media, entry points).	1 JFANSW conditions of entry are sign-posted on gate and terminal building entry points.

REQUIREMENTS	ACTIONS
Physical distancing	
<p>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.</p>	<ol style="list-style-type: none"> 1 The West Wyalong Airport is an open area and the Terminal Building house is well ventilated. JFANSW conditions of entry require people maintain separation, disinfect hands frequently and not share equipment, food or drink. 2 Chairs to be removed or usable to discourage use of the terminal. 3. The Terminal is only to be used for access to the toilets (only one person at a time inside each toilet area.). The kitchen area is only to be used for hand washing and getting water. No gathering inside the terminal permitted. 4. Access to the terminal from the public carpark is not allowed and the doors are to be kept locked (from the inside) to prevent any public access. Access to the terminal will only be from the airside entry and will only be allowed for registered pilots and pit crew.
<p>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.</p>	<p>1 Not applicable - no assigned work areas</p>
<p>Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.</p>	<p>1 In the unlikely event that more than 50 people are present at the West Wyalong Airport at one time, then the JFANSW committee members present must coordinate ensure the departure sufficient persons so that number do no longer exceed 50 persons.</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Not applicable</p>
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.</p>	<ol style="list-style-type: none"> 1 Existing airport fences segregate pilots (insured) persons from non-insured persons (general public & visitors) 2 Non-insured persons must remain in the Airport car park area 3 Terminal building to be cleaned regularly through out the days of the event. In particular any common touch points like door handles and gates and locks.
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<ol style="list-style-type: none"> 1 Addressed in JFANSW conditions of entry. Pilots and pit crew to maintain 1.5 distance. 2. Flightline barrier allows for 5 pilots with 1.5 metres distance. Spotters to stand behind pilots to get distance from other pilots.
<p>Use telephone or video for essential meetings where practical.</p>	<ol style="list-style-type: none"> 1 JFANSW Committee may opt to hold meetings via teleconference or other cloud services rather than face-to-face 2 JFANSW Committee communicate important advice to members via email and/or Whatsapp.
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>1 Not applicable</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>1 Not applicable</p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	<p>1 Not applicable - members typically travel alone or with family members</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>1 Not applicable - the JFANSW field is a large open area. There are no premises outside which people may gather</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	1 Hand Sanitiser to be supplied by the JFANSW committee in all entry points and terminal building.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	1 Not applicable - no workstations on-site
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	1 JFANSW committee to supply soap for toilets and kitchen.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	1 Members are instructed to bring their own food preparation and storage materials and to remove them from site when they leave. 2 Members are instructed to disinfect hands after use of toilets, sink or communal areas such as the clubhouse
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	1 Terminal to be cleaned using appropriate chemicals as per instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	JFANSW Committee to supply gloves for Executive members to use while cleaning.

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.	1 All pilots and pit crew are required to register their attendance via the entry form that will capture contact details. The JFANSW Secretary will stored these securely for at least 28 days.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	1 JFANSW members will be recommended to have the COVIDsafe app while in West Wyalong.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	1 JFANSW Secretary to contact NSW Health in the event of any contact with a positive case of COVID-19 with any attendees during the event.