



City of Newcastle COVIDSafe Action Plan Template

Purpose

We've developed this COVIDSafe Action Plan Template to help you create and maintain a safe environment for you, your workers and your customers.

When completing this plan, you must follow the current COVID-19 Public Health Orders and manage risks to staff and other people in accordance with Work Health and Safety laws. You may need to update the plan in the future, as restrictions and advice changes. For more information and specific advice you can visit: <https://www.nsw.gov.au/covid-19>

Process

1. Conduct a risk assessment to understand how your business and service delivery risks have changed because of COVID-19 and make a plan to manage them; and
2. Review your work spaces to ensure compliance with current Public Health Orders [[Capacity limits for premises in NSW](#)], particularly in relation to Physical distancing and use of QR codes.
3. Complete this Site Specific COVIDSafe Action Plan template to outline the requirements and actions which need to be implemented for the following areas.

Wellbeing

Safety

Hygiene and Cleaning

Recordkeeping

4. Seek Service Unit Manager and Director approval, and then send approved Plan to Sam Wilcox at swillcox@nc.nsw.gov.au.

WORK SITE DETAILS

<p>This COVID Safe Action Plan is for:</p>	<p>12 SA – Level 1 (Council Chamber)</p> <p>Note – this plan supplements and is to be read in conjunction with the 12SA COVID Safe Plan and the Level 1 COVID Safe Plan</p> <p>Only additional requirements specific to the Council Chamber area are included in this plan.</p>														
<p>The purpose of this Plan is to:</p>	<p>Manage the Health and Wellbeing of employees (including contractors) to ensure the provision of ongoing services in line with Public Health Order requirements.</p> <p>The PHO referred to in this Plan is the Public Health (COVID-19 General) Order 2021 dated 11 October 2021.</p>														
<p>OLG</p>	<p>Circular Details - 21-34 / 27 October 2021 / A793785 used to form this COVID Safe Plan</p>														
<p>This Plan is effective from:</p>	<p>16 November 2021</p>														
<p>Timeframe for Actions</p>	<p>All actions outlined below are to be completed prior to (and in some cases immediately after) the 16 November 2021 Council Meeting. Property & Facilities and Legal – Councillor Services are the primary action owners</p>														
<p>The floor space (m2) of each level is:</p>	<table border="1" data-bbox="600 971 1325 1192"> <thead> <tr> <th>Level</th> <th>Description</th> <th>Area (M2)</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1</td> <td>Front of house</td> <td>350m2</td> </tr> <tr> <td>Council Chamber</td> <td>180m2</td> </tr> <tr> <td>AV control room</td> <td>9m2</td> </tr> <tr> <td>Councillors Room</td> <td>25m2</td> </tr> </tbody> </table>			Level	Description	Area (M2)	1	Front of house	350m2	Council Chamber	180m2	AV control room	9m2	Councillors Room	25m2
Level	Description	Area (M2)													
1	Front of house	350m2													
	Council Chamber	180m2													
	AV control room	9m2													
	Councillors Room	25m2													
<p>The maximum capacity for each specific level is (based on one person per 2 sqm):</p>	<table border="1" data-bbox="600 1252 1325 1498"> <thead> <tr> <th>Area</th> <th>Total number of people (based on 1 person per 2 sqm)</th> </tr> </thead> <tbody> <tr> <td>Level 1 council chamber space</td> <td>50</td> </tr> <tr> <td>AV control room (CST/IT)</td> <td>3</td> </tr> <tr> <td>Councillors room</td> <td>8</td> </tr> </tbody> </table>			Area	Total number of people (based on 1 person per 2 sqm)	Level 1 council chamber space	50	AV control room (CST/IT)	3	Councillors room	8				
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Who has been consulted in the development of/workings of this plan:	Director Governance and Chief Financial Officer Manager Property & Facilities COVID Team Legal – Councillor Services
Ways of Working	CN's Ways of Working reflect our current environment and this Plan reflects those ways of working
This COVID Safe Plan is based on the NSW Reopening Roadmap	Refer Table 1

Table 1 – CN Roadmap	REOPENING STARTS AT 70%*	FURTHER REOPENING AT 80%*	8 NOVEMBER 2021	15 DECEMBER 2021 <i>(or NSW reaches 95% double dose)</i>
	What only fully vaccinated people can do: For settings in regional NSW with vaccination requirements for staff and customers, staff can return to work on 11 October if they have had at least 1 dose of a COVID-19 vaccine but must be fully vaccinated by 1 November 2021		What only fully vaccinated people can do	What everyone can do
	*For Masks the 70% and 80% direction is based on Newcastle LGA double vaccination rates. Dates will be advised when these milestones are achieved			
	Please refer to the NSW Government Reopening roadmap and this OLG Circular for full details. Below are relevant CN extracts only.			
Masks* <i>*This CN roadmap amended to reflect requirements of the OLG Circular included above.</i>	Masks required for all staff and customers in all indoor settings (including offices) Masks no longer required and are optional in outdoor settings (except for front-of-house hospitality staff)	Masks required for all staff and customers in all indoor settings Masks no longer required and are optional in office buildings (unvaccinated people must still wear a mask in the office) Masks no longer required and are optional in outdoor settings (except for front-of-house hospitality staff)	Masks required for all staff and customers in all indoor settings Masks no longer required and are optional in office buildings (unvaccinated people must still wear a mask in the office) Masks no longer required and are optional in outdoor settings (except for front-of-house hospitality staff) <i>*All persons attending meetings are required to wear face masks. It is permissible under the Public Health Order for councillors, staff and others to remove their masks for the purposes of addressing the meeting but must wear masks at all other times.</i>	Masks are no longer required and are optional in all indoor and outdoor settings (including for front-of-house hospitality staff)
QR Codes	Required for staff and customers	Required for staff and customers	Required for staff and customers	<i>Undetermined but the NSW Roadmap suggests it is no longer required</i>

Proof of vaccination	Required for staff and customers	Required for staff and customers	Required for staff and customers	No longer required by Public Health Order
Work from home	Employers allow staff to continue to work from home, if reasonably practicable. Employers require staff who are not fully vaccinated to work from home, if reasonably practicable.	Employers allow staff to continue to work from home, if reasonably practicable. Employers require staff who are not fully vaccinated to work from home, if reasonably practicable.	Employers allow staff to continue to work from home, if reasonably practicable Employers require staff who are not fully vaccinated to work from home, if reasonably practicable	Employers allow staff to work from home at their discretion
Density limits	1 person per 4sqm for indoor areas and 1 person per 2sqm outdoor areas	1 person per 4sqm for indoor areas and 1 person per 2sqm outdoor areas	1 person per 2sqm for indoor and outdoor areas	1 person per 2sqm for indoor and outdoor areas
Vehicle use			Masks must be worn in vehicles used for work purposes	Masks no longer required in vehicles used for work purposes
Other	COVID Safety Plans apply	COVID Safety Plans apply	COVID Safety Plans apply Community sports permitted for all staff, spectators and participants (COVID-19 Safety Plans required if over 1,000 people attend) No person limit for major recreation facilities (including stadiums, theme parks and racecourses), subject to density limits or 100% of fixed seated capacity No person limit for entertainment facilities (including cinemas and theatres), subject to density limits or 100% of fixed seated capacity	COVID Safety Plans do not apply (unless specified below) Community sports permitted for all staff, spectators and participants (COVID-19 Safety Plans required if over 1,000 people attend) No person limit for major recreation facilities (including stadiums, theme parks and racecourses), subject to density limits or 100% of fixed seated capacity No person limit for entertainment facilities (including cinemas and theatres), subject to density limits or 100% of fixed seated capacity

			<p>No person limit for information and education facilities (including art galleries, museums and libraries), density limits still apply</p> <p>No person limit for outdoor public gatherings and recreation (COVID-19 Safety Plans required if over 1,000 people attend)</p>	<p>No person limit for information and education facilities (including art galleries, museums and libraries), density limits still apply</p> <p>No person limit for outdoor public gatherings and recreation (COVID-19 Safety Plans required if over 1,000 people attend)</p>
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WELLBEING - EMPLOYEES

Please list the requirements and actions to manage staff wellbeing.

REQUIREMENTS	ACTIONS	WHO IS RESPONSIBLE	TIMEFRAME
Appropriate physical distancing	<ul style="list-style-type: none"> Distribute and position distancing reminder signage throughout level 1 Capacity limits as per the Roadmap 	Civic Services - Commissionaires Property & Facilities	Prior to and after 16 Nov Council Meeting
Practice good hygiene	<ul style="list-style-type: none"> Promote good hygiene practices through signage and communications Provide adequate hand free sanitization stations in public areas Provide cleaning wipes for staff and Councilors in public areas 	Property & Facilities	
Rostering and preparing teams	<ul style="list-style-type: none"> Appropriate rostering of staff for Council meeting support 	Relevant Manager	
Regular communication within your team	<ul style="list-style-type: none"> Plan regular staff updates Complete Welfare checks with staff 	Relevant Manager	

SAFETY - EMPLOYEES

Please list the requirements and actions to manage employee safety.

REQUIREMENTS	ACTIONS	WHO IS RESPONSIBLE	TIMEFRAME
Face masks	<ul style="list-style-type: none"> All persons attending meetings are required to wear face masks. It is permissible under the Public Health Order for councillors, staff and others to remove their masks for the purposes of addressing the meeting but must wear masks at all other times. 	Legal – Councillor Services	Prior to and after 16 Nov Council Meeting
Workspace capacity	<ul style="list-style-type: none"> Capacity limits are to be as per the Roadmap and OLG Circular (link above) paying particular attention to the 1 person per 2sqm Members of the public will be able to physically attend the digital library and observe proceedings on the large screen. Members of the public will not be admitted to the Council Chamber area during a meeting Numbers of public attendees may be limited to ensure compliance with the PHO. Refer to the 12SA Level 1 Customer Service Centre and Digital Library COVIDSafe plan. 	Property & Facilities	
Sanitation of Shared touch points	<ul style="list-style-type: none"> Sanitise all touch points in L1 Chamber space prior to and after the Council meeting 	Property & Facilities Civic Services – Commissionaires	
Maintaining physical distancing	<ul style="list-style-type: none"> The floor plan for the Council meeting needs to allow for appropriate physical distancing and capacity limits as per the Roadmap and OLG Circular (link above) 	Legal - Councillor Services	
High touch points Printer (Councillor Room), touch screens, iPads, Public Voice desk and microphone	<ul style="list-style-type: none"> Install hands free sanitization station or individual cleaning wipes close to devices 	Property & Facilities	

HYGIENE AND CLEANING

Please list the requirements and actions to manage employee hygiene and cleaning.

REQUIREMENTS	ACTIONS	WHO IS RESPONSIBLE?	TIMEFRAME
Cleaning regime	<ul style="list-style-type: none"> Investigate all minimum cleaning requirements for all areas within the L1 Chamber space including common areas, high touch points identified Revise and implement all identified cleaning requirements (min work safe Aust standards) 	Property & Facilities	Prior to and after 16 Nov Council Meeting
Sanitizer wipes/alcohol free wipes	<ul style="list-style-type: none"> Supply, install and distribute cleaning wipes for public areas at the identified high touch points 	Property & Facilities	

RECORDKEEPING AND REPORTING

Please list the requirements and actions to manage recordkeeping and reporting.



REQUIREMENTS	ACTIONS	WHO IS RESPONSIBLE	TIMEFRAME
QR Codes	<ul style="list-style-type: none"> Councillors and staff are to use the QR Code prior to entry 	All attendees	Prior to and after 16 Nov Council Meeting
Vaccination (as per OLG Circular)	<p>Public attendees:</p> <ul style="list-style-type: none"> Proof of vaccination is required as per the Roadmap Staff member to sight Proof of Vaccination prior to Chamber entry It is open to council to insist on double-vaccination by members of the public seeking to attend <p>Councillors:</p> <ul style="list-style-type: none"> Unvaccinated councillors are entitled (but not encouraged) to attend meetings in person 	Civic Services - Commissionaires	

STAKEHOLDERS AND COMMUNICATION

Please list the stakeholders who need to be informed or advised of this plan, including communication actions (e.g. media announcements, signage or website updates).

STAKEHOLDERS / COMMUNICATION	ACTIONS	WHO IS RESPONSIBLE	TIMEFRAME
CEO / LMO / EAs	Communicate key details of the Plan (via Memo and other forms of communication)	Legal – Councillor Services	Completed

APPROVALS

TITLE	NAME	APPROVED	SIGNATURE	DATE
SERVICE UNIT MANAGER	Helen Sexton – Acting Manager Legal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		16/11/2021
DIRECTOR	David Clarke – Director Governance and Chief Financial Officer	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		16/11/2021

RESOURCES

1. Employee Wellbeing Information Pack - <https://intranet.newcastle.nsw.gov.au/News/COVID-19/Wellbeing>
2. [City of Newcastle Pandemic Recovery Plan](#)
3. NSW Government COVIDSafe: <https://www.nsw.gov.au/covid-19/safe-workplaces/employers>
4. OLG COVIDSafe: <https://www.olg.nsw.gov.au/programs-and-initiatives/olg-assists-councils-to-manage-covid-19/>
5. OLG Circular: <https://www.olg.nsw.gov.au/wp-content/uploads/2021/10/21-34.pdf>
6. SafeWork NSW: <https://www.safework.nsw.gov.au/>
7. Safe Work Australia: <https://www.safeworkaustralia.gov.au/>