



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@ncc.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 27 December 2021.</p>													
<p>OLG</p>	<p>Circular Details - 21-34 / 27 October 2021 / A793785 referenced in previous versions of this COVID Safe Plan</p>													
<p>This Plan is effective from:</p>	<p>11 January 2022</p>													
<p>Timeframe for Actions</p>	<p>All actions outlined below are to be completed prior to (and in some cases immediately after) Council meetings. 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="640 823 1415 1062"> <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
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1	Front of house	350m2												
	Council Chamber	180m2												
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	Councillors Room	25m2												
<p>Who has been consulted in the development of/workings of this plan:</p>	<p>Director Governance and Chief Financial Officer Manager Property & Facilities COVID Team Manager Legal</p>													
<p>Ways of Working</p>	<p>CN's Ways of Working reflect our current environment and this Plan reflects those ways of working</p>													
<p>This COVID Safe Plan is based on the CN Reopening Roadmap</p>	<p>Refer CN Roadmap below. Please check the CN Intranet regularly for current versions.</p>													

CN ROADMAP - JANUARY 2022

What EVERYONE can do

Masks	<p>From 24 December the NSW Government announced facemasks must be worn in all indoor areas including offices (excluding residential settings). Masks must be worn in vehicles with two or more people and in confined work spaces. Masks are strongly encouraged in settings where you cannot physically distance Further details can be found at: NSW face mask rules</p>
QR Codes	<p>COVID Safe QR check-ins have again been implemented at hospitality and retail venues, including at some CN venues (not including offices). Some CN venues may encourage staff, visitors, and guests to check in when visiting CN premises so we can keep our community COVID safe by recording contact details</p>
Work from home	<p>With the current high transmission levels and case numbers in the HNE, CN strongly encourages all staff to work from home where practical and possible.</p>
Density limits	<p>Current density limits do not apply to office buildings however to mitigate transmissibility of COVID-19, levels 4 and 5 in 12 Stewart Avenue will be closed from Friday 7 January until further notice. Level 1 and Level 6 will remain open but if anyone cannot work from home because it is not practical and possible, levels 2 and 3 will be available for work purposes. Meetings for external visitors are permitted provided safe distances can be managed and if they cannot be reasonably held online via Teams or Zoom platforms. 12 Stewart Ave will have in place a maximum capacity of 40 people per floor. All other office spaces can operate at full capacity. See point above regarding work from home.</p>
Vehicle use	<p>Masks are required in work vehicles where there are 2 or more persons are travelling for work purposes</p>
COVID Safe Plans	<p>Whilst COVID Safe Plans are not mandatory, CN will be taking a risk-based approach and continue to maintain COVID Safe Plans in some CN locations</p>
Other	<p>Community sports permitted for all staff, spectators and participants No person limit for major recreation facilities (including stadiums, theme parks and racecourses) No person limit for entertainment facilities (including cinemas and theatres) No person limit for information and education facilities (including art galleries, museums and libraries) No person limit for outdoor public gatherings and recreation</p>

WELLBEING - EMPLOYEES

Please list the requirements and actions to manage staff wellbeing.

REQUIREMENTS	ACTIONS	WHO IS RESPONSIBLE	TIMEFRAME
Monitoring health and wellbeing	<ul style="list-style-type: none"> Actively monitor symptoms to ensure ongoing wellbeing Stay home if unwell or have symptoms or are required to isolate Test and report according to CN's Mandatory Reporting Guidelines To ensure ongoing safety of participants, additional testing requirements may be introduced as required, including Rapid Antigen Tests prior to attendance, where appropriate 	All staff attending Council meetings	Prior to and after Council Meetings
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	
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"> Are required in all indoor settings. 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 Council Meetings
Workspace capacity	<ul style="list-style-type: none"> Capacity limits do not apply however people are encouraged to maintain appropriate physical distancing. 	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	
High touch points	<ul style="list-style-type: none"> Install hands free sanitization station or individual cleaning wipes close to devices (Printer (Councillor Room), touch screens, iPads, Public Voice desk and microphone) 	Property & Facilities	
Testing	<ul style="list-style-type: none"> Test and report according to CN's Mandatory Reporting Guidelines To ensure ongoing safety of participants, additional testing requirements may be introduced as required, including Rapid Antigen Tests prior to attendance, where appropriate 	All staff attending Council meetings	

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 Council Meetings
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
Reporting	<ul style="list-style-type: none"> All staff must follow CN's Mandatory Reporting Guidelines CN will make any necessary reports to SafeWork NSW and NSW Health as required 	All staff Emergency Response Team	Prior to and after Council Meetings

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 type="checkbox"/> YES <input type="checkbox"/> NO		
DIRECTOR	David Clarke – Director Governance and Chief Financial Officer	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		13.01.2022

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/>