



**SFC**

A Passion for Flying

SFC COVID Protocol – Amended for  
Onsite Testing 7/8/21

## Managing risk: duty of care

Management of SFC will do everything reasonably practicable to ensure you can undertake your work and study in a healthy and safe manner.

The purpose of this COVID-19 Safety Plan is to provide an overarching plan for the implementation and management of procedures by SFC to support our workers, students and all personnel at our workplace.

For the purpose of this Plan, the term worker includes employees, students and others at the workplace including, but not limited to contractors, visitors, members and volunteers.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among colleagues, participants, volunteers, visitors, families and the broader community. This Plan will help every person in the workplace to identify exactly what actions we will need to take to put in place suitable and effective controls to manage COVID-19 in the workplace.

Under the health and safety legislation as a business, we understand that we have a duty of care to manage the risks of COVID-19 entering or spreading in our workplace. We understand that we may not be able to eliminate the risk completely, instead we will consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment (PPE) is the lowest level of control.

At all times the Plan is subject to all regulations, minimum standards, guidelines and directions of jurisdictional Government and public health authorities. This Plan will be updated in accordance with any changes to public health directions.

We will also maintain and regularly review our control measures to ensure they remain effective. We will complete a risk assessment to help identify what changes we need to make to manage them and we will consult with our workers and/or their health and safety representatives throughout the risk assessment process.

## Limited, Risk Managed Operations 09<sup>th</sup> August Onwards

From Monday 9<sup>th</sup> August 2021, subject to ongoing review and amendment SFC will be conducting limited strategic flight training to progress critical students towards completion. The primary risk mitigation strategy that will be employed in addition to some of the other strategies outlined in this document will be the deployment of daily, onsite, rapid antigen testing for the COVID19 virus that provides accurate results (in asymptomatic people) within 15-20 minutes.

SFC can still legally operate under the public health orders in regards to the delivery of face to face education (where it is not possible to do at home) refer the below extract from the public health orders as current 4<sup>th</sup> August 2021. This statement relates to operations including staff and students from all LGA's in greater Sydney

The implementation of the proposed testing program is considered industry best practice as recommended by the NSW government for the education industry. Refer:

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/clinics/rapid-antigen-testing>

### Outline of the additional procedures and mitigation actions in relation to the onsite rapid testing.

- Any training that can be done from home, namely ground theory and long briefings, will continue to be conducted remotely using 'MS Teams' or 'Zoom' software.
- The Birch Street Campus, Gypsy Street Hangar and Level 1 Drover Road Campus are designated '**Clean Zones**'.
- No person including staff, students or contractors may enter the '**Clean Zones**' without receiving a conclusive negative result COVID Rapid Antigen test that day at the SFC testing room (Ground Floor 109 Drover Rd).
- All students and staff will be instructed to arrive at least 30mins prior to their report time for a booking to allow time for the testing to take place.
- All students are to complete their flight planning at home prior not at SFC. The only onsite actions at SFC should be pre-flight brief, refuel and pre-flight inspection of aircraft, post flight pack up and brief
- Any likely cancellations due to weather should be discussed over the phone with the instructor or Operations to avoid attendance to the SFC site if the weather is not suitable.
- All navigation sorties will be modified to remove the requirement for fuel stops outside the Greater Sydney Region. Aircraft are only to stop in the event of an emergency or fuel critical situation.

- SFC will still require all staff and students to undertake weekly (every 7 days) PCR covid tests through a Public Health Unit nominated testing site as required by the public health orders as some of our flights do venture outside the greater Sydney region even if the intention is not to stop the aircraft. This requirement will be every 3 days as required by the public health orders for persons residing in the identified local government areas of concern. All persons on site may be asked to show proof of such testing. As results of PCR Covid tests are currently taking up to 72 hours for results, persons should ask the testing clinic for a medical certificate at the time of test as proof. Note with such precautionary PCR tests as required for work/education you are not required to self-isolate until you receive your result as would be the case for a covid test required due to symptoms or potential exposure. The link below will assist staff and students to locate their local testing clinic:

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/clinics>

- Note any persons found non-compliant with the mandated PCR tests as detailed above will be asked to leave the site immediately. They will be charged for their flight booking and if that person is a TAFE student the incident will be reported to TAFE.
- There will be a hard limit of 55 persons across all campus sites per day. And a limit of 45 persons across the main Birch Street campus spread throughout the day. Noting that SFC has a staggered approach to bookings throughout the day this means that even if a student is onsite for 2 hours total (a generous estimate 1 hour each side of a flight booking) we are unlikely to have more than 5-10 students in the Birch St site at any one time. It is also noted that the Birch St Campus has in excess of 400 square meters of space allowing for at least social distancing between students and other students.
- The SFC staff member who is engaged on the front desk reception area at Birch St will be the designated COVID marshal for the day and will be monitoring compliance with the protocols in this document. At the Drover Rd campus this responsibility will fall on the FIR manager for the day.
- No persons including staff, students or contractors will be allowed to leave an SFC site to venture to shops, get food or coffee or alike once they have been tested for the day. SFC have required all persons to bring their own lunch and have installed free espresso coffee facilities at the respective campus'. Further to this SFC have provided a selection of frozen meals, shelf stable meals and snacks available to staff and students at no charge should they forget their lunch or become hungry. Soft drinks and snacks are also available from the vending machines at all sites. We are also asking all persons to avoid where possible stopping at retail sites including petrol stations to and from SFC in the at risk LGA's if this is possible.
- No persons including staff, students or contractors will be allowed onsite if they have any symptoms indicative of COVID 19. It is noted that the predominate limitation of Rapid COVID 19 Antigen tests is their unsuitability for testing symptomatic persons. This message will be communicated repeatedly to staff and students through SFC's communication channels, via signage and verbally by the testing medics on site. The

testing medics will also be taking and recording temperatures of all persons to check for fever prior to conducting the rapid test.

- The SFC testing site is being set up at the Ground Floor of 109 Drover Rd and will be accessed by its own entrance separate from the main building access to keep persons who have not received their test separate from the SFC Drover Rd campus area. The testing site will be set up as per 'Figure 2' below
- Any positive test indication will be managed by the onsite medics, who will isolate the person and then refer them immediately to the local public health unit for priority PCR testing. The EMT medics will then contact a member of the SFC management team who will in turn advise TAFE NSW within 2 hours of the incident. It is noted that there is a risk of a false positive, one of the limitations of the test. This risk will be explained to the testing candidate. The nature of the set up should limit the 'contamination risk' of a confirmed positive case only to those in the testing area at the time. Refer 'Figure 3' for testing procedure description. Refer 'Figure 4' for contact flow chart.
- Once persons receive a negative test result via text message they are to leave the test area through the exit door and then are free to move to the appropriate 'clean zone' campus to conduct their educational activities. All protocol as detailed in the 'General Protocol' section of this document are required to be followed whilst on site. Once the scheduled training has concluded persons must leave SFC and not linger as to minimise time on site.
- Initially the business will only be open to TAFE NSW and SFC Diploma students with a primary focus on completion of TAFE NSW students. The testing program may be reviewed at a later date prior to assess if suitable for non-integrated training students, however this will not be the initial undertaking.

**Figure 1 – Extract of Public Health Orders**

## **Additional stay at home restrictions in Greater Sydney**

People from Greater Sydney (or who have been in Greater Sydney since 21 June and it has been less than 14 days since they were last in Greater Sydney) cannot leave their residence unless they have a reasonable excuse.

Reasonable excuses include:

- obtaining food or other goods and services
  - Only one person in the household can leave their residence to obtain food, goods or services once a day. This restriction does not apply if it is not reasonably practicable (e.g. if a parent needs to take their dependent child to the shops with them)
  - Browsing in shops is prohibited and not a reasonable excuse to leave your home
  - People must obtain goods and services in their local government area or within 10 kilometres of their home, unless the goods or services are not available in that local government area or within 10 kilometres
- **travelling to attend work or education (where it is not possible to do at home)**
- exercise outdoors in groups of no more than 2 (excluding members of the same household):
  - People must stay in their local government area or within 10 kilometres of their home for exercise and outdoor recreation
  - No carpooling between non-household members is permitted if a person is travelling to exercise or engage in outdoor recreation
  - A person over 18 must carry documentary evidence showing their address and show it to Police on request
- obtaining medical care or supplies – including obtaining a COVID-19 vaccination
- providing care or assistance to a vulnerable person
- attending a funeral:
  - In Greater Sydney: attending a funeral of no more than 10 persons (excluding the person conducting the service and any other person necessary for the conduct and preparation of the service). A funeral cannot occur in a place of residence.
  - Outside of Greater Sydney: if the person is a spouse (including de facto), parent, child, or sibling of the deceased.
  - A funeral or memorial service, or gathering afterwards, in a residence in Greater Sydney **is not permitted**.

Taking a holiday is not a reasonable excuse. Attending a wedding is not a reasonable excuse.

A person over 18 who is leaving Greater Sydney must carry evidence showing their address and produce it to a police officer on request.

## **Requirements for certain local government areas**

Additional restrictions are in place for people who live in local government areas (LGAs) of concern (**Blacktown, Canterbury-Bankstown, Cumberland, Fairfield, Georges River, Liverpool, Campbelltown and Paramatta**). A person who lives in an LGA of concern:

- Cannot leave their local government area for the purposes of work, unless they are an [authorised worker](#).
- Must only exercise within 5km of their home
- Must only shop within 5km of their home (unless supplies/items are not reasonably available, in which case they can shop within their LGA, or if not available in the LGA from the closest place in Greater Sydney)
- Must wear a mask at all times when outdoors (excluding when at home). General exemptions from mask wearing continue to apply.

There is a [surveillance testing program](#) for certain workers and certain LGAs.

## Surveillance testing requirements

The Chief Health Officer has signed a [notice](#) that requires the following workers to be tested from 31 July 2021:

- all workers who live in Canterbury-Bankstown local government area (if you work outside this area, you must have a COVID-19 test once every 72 hours (3 days) in order to be allowed to go to work as an authorised worker)
- all Health Care and Aged care workers in Cumberland local government area (if you work outside this area, you must have a COVID-19 test once every 72 hours (3 days) in order to be allowed to go to work as an authorised worker)
- all Health Care and Aged care workers in Fairfield local government area (if you work outside this area, you must have a COVID-19 test once every 72 hours (3 days) in order to be allowed to go to work as an authorised worker)

**Surveillance testing** for workers who live in Greater Sydney (including Central Coast, Blue Mountains, Wollongong and Shellharbour) and their employers:

- a Greater Sydney worker must not enter premises for work that are more than 50 kilometres outside Greater Sydney unless the worker has been tested for COVID-19 in the previous 7 days and has evidence of the test available for inspection by their employer or a police officer, and
- the occupier of non-residential premises must not permit a Greater Sydney worker to enter the premises unless the worker has been tested in accordance with these requirements

a person must provide information, including proof of address and proof the person has been tested for COVID-19 to a police officer on request in order to enable the officer to determine whether the person is an affected worker or a Greater Sydney worker.

Figure 2 – Testing Site Setup

### EMS SITE SET-UP

A dedicated area outside of the designated site is required – this protects the site in case a positive test is obtained.

#### Area - 1 Registration

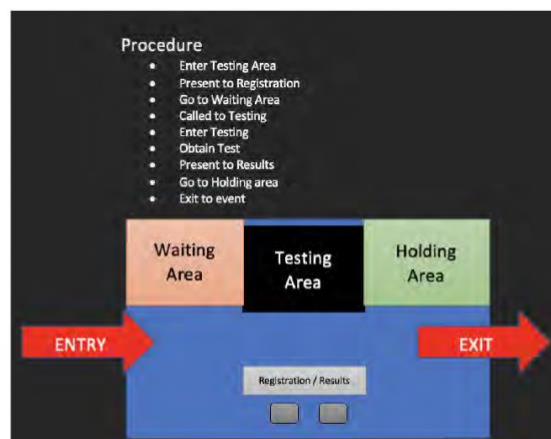
- o A dedicated desk is required with chairs for EMS teams and power for computer/s
- o A dedicated waiting area is required with seating @ 2M2 apart
- o A dedicated Isolation area for SYMPTOMATIC persons is required with seating @ 2M2 apart  
a symptomatic person must be given a mask before completing the registration

#### Area - 2 Testing

- o A dedicated desk is required with a chair close to a wall to allow the person being tested for EMS teams and power for computer/s
- o A dedicated waiting area is required with seating @ 2M2 apart

#### Area - 3 Results

- o A dedicated desk is required with chairs for EMS teams and power for computer/s
- o A dedicated waiting area is required with seating @ 2M2 apart test results take 15 minutes
- o A dedicated Isolation area is required for a person having a POSITIVE TEST RESULT with seating @ 2M2 apart



**Figure 3 – Testing Procedure Description**

## Testing Procedure

### PRE-EVENT

- Pre-Register prior to the Event

### ON ARRIVAL

- Complete the Services NSW declaration
- Have a temperature Test

### REGISTRATION

- Proceed to EMS Registration
- Register if you haven't Pre-Registered

### CHECK IN

- If SYMPTOMATIC or Temperature is  $>37.5$  - you will complete a short form registration - you will be then given a mask and sent a referral to the LPHU for a PCR test - you must isolate DO NOT ENTER THE SITE until you receive your results
- If ASYMPTOMATIC proceed with Registration process
  - Consent to the testing procedure
  - Put on a Mask
  - Go to Waiting Room (2m Isolation)

### TESTING

#### When Called

- Go to the Testing Area

#### Tester will

- Confirm your identity
- Explain procedure
- Conduct Test
- Proceed to Results Waiting Area
- Results Person will start the 15 minute countdown of your test

### RESULTS

#### NEGATIVE RESULT

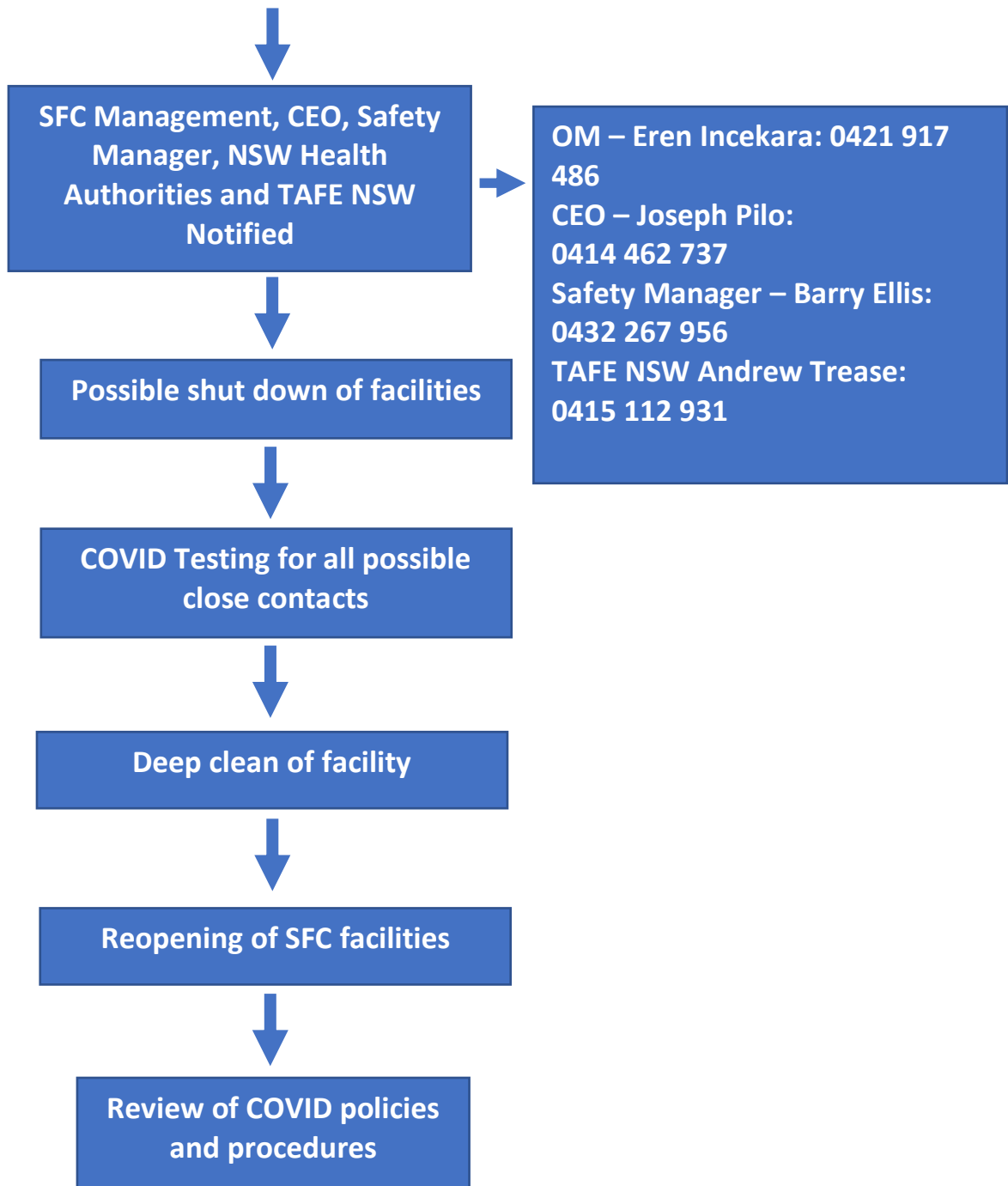
- your result will be sent by SMS to your phone

#### POSITIVE RESULT

- You will be asked to move to an isolation area
- Staff will ensure you have a suitable mask, if any doubt you will be then given a mask
- You will be sent a referral to the Local Public Health Unit for a PCR test - you must isolate DO NOT ENTER THE SITE until you receive your results
- SFC Management will be notified via phone



Figure 4 – Extract of SFC Suspected Positive Contact Response Action Flow Chart



## General Protocol

### Physical Distancing

One way to slow the spread of COVID-19 is physical distancing. The more space between you and others, the harder it is for the virus to spread.

SFC will implement the below measures to minimise the risk of infection:

- Maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, where possible which includes:
  - between groups within each room
  - at entry and exit points
- avoid handshakes or other contact
- consider venue layout and move tables and seating to comply with physical distancing (1.5 metres separation)
- adhere to density requirements based upon the size of the workplace (eg one person per 4 square metres)
- minimise mixing between separate rooms or groups of people as much as possible
- display signage at the venue entrance to instruct members of the public (and workers) not to enter if they are unwell or have COVID-19 symptoms
- encourage contactless payments to be used where possible
- encourage online bookings, reservations and pre-ordering where practical eg a time-based booking system
- monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate
- limit the duration of the activity where possible
- limit non-essential contact during the day as much as possible, for example by limiting any direct contact with documents or equipment at client sites, and by bringing your own lunch
- use telephone or video platforms for essential meetings where practical
- use flexible working arrangements where possible eg stagger start times and breaks for workers, early and late shifts to reduce peak periods
- assign workers to specific workstations if practical
- Mandatory sign in through the Service NSW app
- Implication of mandatory COVID Test to staff and Students. Staff and Students must provide evidence of negative test results to attend SFC within the proscribed days below:
  - Students and Staff who live within prescribed LGAs must be tested every 3 days.
  - Students and Staff who live outside prescribed LGAs must be tested every 7 days.

## Hygiene

SFC is committed to observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure includes how to address the hand cleaning by workers and other people in the workplace. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean, single-use paper towels. If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash and dry hands. Hand sanitisers will be located at the entry and exit of the premises when required. Hand sanitisers are also provided in aircraft flight bags for use before, after and during flight sorties. Crews are required to use these at least prior and after each flight.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- wash and dry their hands completely before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use (Further Information below)
- wash body, hair (including facial hair) and clothes thoroughly every day and
- have no intentional physical contact, for example, shaking hands and patting backs.

SFC will also implement the following:

- installing signage on hand hygiene and cough etiquette
- the use of face masks if the risk of community transmission and physical distance is difficult to maintain (if they are not already mandatory in accordance with a public health order).

## Cleaning

SFC will prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items. The cleaning schedule should be in writing, so everyone is aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace. This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

SFC will provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with.

SFC will also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms.

When cleaning, attention will be given to frequently touched surfaces. Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables, desks and countertops
- doorknobs and handles
- light switches
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens
- EFTPOS machines and
- TV remotes.

SFC will assess the different surfaces and objects that are frequently touched by multiple people and appropriately disinfect these surfaces and objects. SFC will also assess the need for items to be kept out on display that may be frequently touched (e.g., books, pamphlets).

Aircraft cleaning:

- Aircraft are to be cleaned by flight crew before the first flight of the day. Aircraft cleaning will comprise of the following
  - Sanitation of all flight controls, flight seats, and all surfaces with provided anti-bacterial wipes
  - Possible antibacterial spray to be used when practical
- Subsequential flight will require staff members to sanitise their hands before entering the aircraft
- The provided wipes are listed below as approved by the TGA (<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>) :

**Product name:** Pine O Clean Disinfectant Wipes - Lemon Lime **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

**Product name:** Pine O Clean Disinfectant Wipes - Tropical Blossom **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

**Product name:** Pine O Clean Disinfectant Wipes - Eucalyptus **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

**Product name:** Pine O Clean Disinfectant Wipes - Mango **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

**Product name:** Pine O Clean Disinfectant Wipes - Coconut & Sea Salt **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

**Product name:** Pine O Clean Disinfectant Wipes - Mandarin & Gingerlily **ARTG number:** 359810  
**Sponsor:** RB (Hygiene Home) Australia Pty Ltd  
**Manufacturer:** Nox Bellcow Cosmetics Co Ltd  
**Licence name:** RB (Hygiene Home) Australia Pty Ltd - Pine O Clean Disinfectant Wipes - Disinfectant, household/commercial grade  
**Therapeutic type:** Other Therapeutic Good - Listed disinfectant

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Surfaces and fittings will be cleaned more frequently when:

- visibly soiled
- used repeatedly by a number of people and
- after any spillage.

The following steps to clean an environment will be followed:

- wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser

- thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs
- if you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing and
- allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

## Restrictions on entry to the workplace

SFC will take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine. This may include displaying signs at the front of our premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

### **CORONAVIRUS DIAGNOSIS OR EXPOSURE**

#### i) If you contract the virus

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify management at the earliest opportunity.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

#### ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

#### iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

### **SELF-ISOLATION**

You must not attend the workplace during any self-isolation period that the Government, medical authority or medical practitioner requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify SFC that you require personal leave and obtain a medical certificate in support of your leave. You are required to get a medical clearance from your doctor prior to returning to the workplace.

If you are well during this period of isolation, SFC will consider any available type of leave that may be taken to cover the absence.

If there are no forms of accrued paid leave available, the absence will be unpaid, unless your applicable award, enterprise agreement or contract states otherwise.

## **COVID TESTING**

Implication of mandatory COVID Test to staff and Students. Staff and Students must provide evidence of negative test results to attend SFC within the proscribed days below:

- Students and Staff who live within proscribed LGA must be PCR tested every 3 days at an approved testing clinic.
- Students and Staff who live outside proscribed LGA must be PCR tested every 7 days at an approved testing clinic.

## **Training and education**

SFC will provide each worker at the workplace with information, training and instruction on:

- the risks in relation to COVID-19 and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

SFC will also provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19. SFC will also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19, and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions will be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures and being provided in languages other than English.

SFC will ensure that a record of any training provided to each worker at the workplace is maintained and be available upon request.

## **Record keeping and contact tracing**

In the event of a case of COVID-19 being detected at the workplace, it will be important to be able to trace people who have been at the workplace.

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

Therefore, SFC will adopt record keeping and contact tracing requirements that complies with the relevant Government or Public Health order.

A contact tracing register will record details for all workers, visitors and patrons who enter the business and must include:

- date and time of entry

- full name
- phone number
- email address and
- address.

Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. The information must be made available to public health officials on request.

Consider how records are kept on people in the workplace each day to support contact tracing if there is a positive case in your workplace (e.g. after 24 hours make them electronic in the event where the health authority require the information).

SFC will use the Service NSW app to track all visitors to the company.

## Response planning

SFC will prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business. This Plan will:

- outline what actions to be taken if notified of a possible COVID-19 infection
- confirm who has what response responsibilities, eg notifying Public Health, health and safety regulator
- state how you will clearly communicate with workers and meet privacy obligations
- state how you will clean your workplace after an infection and
- outline how your business will continue to trade or reopen.

SFC and workers will have a basic understanding of how to respond to a case of COVID-19 at the workplace. A step-by-step summary of actions to take will be:

- keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately
- if the person is at your premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps. Seek Government health advice
- if well enough, ask the person to go home, seek medical advice and testing for COVID-19 if they meet the requirements, and self-quarantine until a result is returned
- close the premises, ask all patrons and workers to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow
- notify health authority so that they can trace any contacts of this person and contain the spread. They may ask for any attendance records you may have kept to assist with this and
- the health authority will assess whether other workers, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. As this may include SFC's workers; contingency plans will be in place.



SFC will regularly review the COVID-19 Safety Plan when required. Update it if needed, for example, if your place of doing business or the services you offer change.

## **THE CONTINUATION OF BUSINESS OPERATIONS**

### **i) Attendance at work**

- It is our expectation that you attend work as normal during this time, unless:
- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government, medical authority or medical practitioner mandated self-isolation period
- you are not attending work under our specific instruction or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

### **ii) Temporary business closure**

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus. SFC will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

### **iii) Working from another location**

SFC will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

However, SFC will ensure that we will comply with any Government directions and advice regarding workers working across multiple sites.

If you work for multiple employers, you are required to notify management immediately.