

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Food processing

#### Business details

Business name	Flavours Catering + Events
Business location (town, suburb or postcode)	ARTARMON NSW 2065
Completed by	Wendy Byrne
Email address	<a href="mailto:wendy@flavourscatering.com.au">wendy@flavourscatering.com.au</a>
Effective date	2 August 2021
Date completed	10 October 2021

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### Wellbeing of staff and visitors

#### Exclude staff and visitors who are unwell from the workplace.

Daily communication with and monitoring of all staff members wellbeing.  
Signage & email communication to ensure staff adhere to the "if you feel unwell, don't come to work, get tested & isolate until advised otherwise" messaging.  
Visitors, customers, clients or suppliers are currently not permitted to enter the premise.

#### Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Staff are provided with link to current Government issued information pertaining to

physical distancing, masks, stay at home orders. This is also communicated to all staff verbally, via signage in place & in email communication all on regular basis. Information posters are placed around the workplace in relation to heightened hygiene practices, hand washing, regular cleaning of high touch surfaces  
Staff are encouraged to be tested for covid-19 at any sign of symptoms

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate**

All staff are communicated to, both in writing & verbally in terms of their entitlements & options for leave (either sick leave, annual leave, leave without pay, pandemic leave).

### **Display conditions of entry (website, social media, site entry).**

Each staff entry point has signage regarding masks, social distancing & relevant covid information

Each entry point for deliveries has QR coding signage, mask requirement signage

Records are kept of all persons on site including staff sign in / sign out (roster and timesheet) records

All persons entering the premise are required to QR code sign in & sanitise hands upon entry

### **Encourage staff to access COVID-19 vaccination.**

All staff members are encouraged to seek their own medical advise relating to their specific covid vaccination options.

All staff have been provided Government issued resources in relation to getting vaccinated and while not mandatory, a high percentage of our staff have chosen to receive both doses of the covid-19 vaccination

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## **Physical distancing**

**Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks). Consider placing markers on the floor to assist with adequate distancing.**

We are currently working with reduced manning in both kitchen / production / dispatch areas & within office.

Staff members are spaced across the kitchen areas with 1 person per 2m to avoid close

contact and to maintain relevant required physical distancing. Where that is impracticable, staff are instructed to wear face masks in line with current Government health advice. All high touch points in high use areas are regularly cleaned & sanitized with antibacterial commercial grade sanitiser

Office staff not able to work from home, are physically distanced with work stations spaced to comply with distancing rules. Face masks are worn in line with current Government health advice.

**Calculate the floor area in meeting rooms to determine the maximum capacity who can safely occupy this space (one person per 4 square metres). Use signs at entrances to communicate the maximum safe capacity.**

Signage is displayed at any meeting room or office spaces to denote maximum occupancy permitted to adhere to physical distancing rules

**Move or remove seating and tables where reasonably practical to support 1.5m physical distancing.**

Existing furniture has been moved to ensure compliance with physical distancing in meeting rooms, break rooms and offices

**Use telephone or video platforms for essential meetings where practical.**

Telephone, email & video platforms are the only methods in which supplier and client meetings are occurring. Under Government health guidelines, in person meetings will not be taking place until such time that Government restrictions permit this.

Internal meetings are held over video or phone where suited

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

Staff who are required to work on site, are restored in staggered patterns to ensure overcrowding of areas or unnecessary gathering is not occurring.

**Consider physical barriers such as plexiglass around counters with high volume interactions with visitors.**

No visitors are permitted on site until such time that Government Health guidelines permit it.

Deliveries from suppliers are contact less, with staff maintaining relevant physical distancing. All dispatch and delivery areas are regularly cleaned & sanitized

## **Review regular deliveries and request contactless delivery and invoicing where practical.**

Deliveries from suppliers are contact less, with staff maintaining relevant physical distancing. All dispatch and delivery areas are regularly cleaned & sanitized  
All produce delivery schedules have been revised to minimize frequency, where possible.  
Electronic invoicing is encouraged wherever possible

## **Manage delivery times to minimise the number of vehicles and people in loading dock areas. Designate a space where they can carry out their duties at a safe distance.**

For deliveries that are essential to the operation of our business under covid safe practices, deliveries are staggered from suppliers to ensure no overcrowding in receiving areas.

Departing deliveries are done so in a manner than adheres to physical distancing by only dispatching one at a time. All delivery drivers must adhere to mask wearing & hand sanitizing practices

## **Have strategies in place to manage gatherings that may occur immediately outside the premises.**

staffing finish times are staggered to avoid gatherings. Staff are asked to leave the premise immediately after their shift finish and not congregate.

## **Consider strategies for staff to be encouraged to take meal breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.**

On site staff room has signage in place to ensure physical distancing is adhered to.  
Regular thorough cleaning of the space is carried out.  
staff breaks are provided at staggered times to ensure no congregating or exceeding rooms capacity based on 2m distancing

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices**

Good hand hygiene posters are displayed at all hand washing points  
Hand sanitiser and antibacterial wipes are in place at high number of various locations

including but not limited to office workstations, staff kitchenette, entry & exit doors, in all fleet vehicles.

**Ensure bathrooms are well stocked with hand soap and paper towels.**

Bathrooms are all stocked with disposable paper hand towels, antibacterial hand wash & are stocked regularly to ensure ample supply.

Bathrooms cleaned frequently with commercial grade disinfectant

**Have hand washing facilities or hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.**

Good hand hygiene posters are displayed at all hand washing points.

Running water, antibacterial hand soap and disposable paper towels are available in all working areas including kitchen, office & bathrooms

Hand sanitizer and antibacterial wipes are in place at high number of various locations including but not limited to office workstations, staff kitchenette, entry & exit doors, in all fleet vehicles.

**Clean areas frequented by staff at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.**

High touch areas are cleaned periodically throughout each day with commercial grade disinfectant and antibacterial wipes . This includes office work spaces, staff kitchenette, all fleet vehicles (steering wheels, door handles, indicators, keys), fridges (handles & doors), equipment used in kitchen

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

All sanitizing products are used in accordance with manufacturers instructions with SDS available for certain products where relevant

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

Staff are required to wear gloves when handling cleaning products and performing cleaning duties. Staff are required to wash and sanitise hand at the completion of the cleaning task

**Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations.**

All work stations within the office are equipped with their own pens, calculators, staplers, phones, computers & related equipment. Staff have dedicated work stations & are encouraged to clean them frequently.

**If shared machinery is used, ensure there are processes in place to clean with a detergent solution or disinfectant wipe between use.**

All equipment within office & kitchen areas, that is used by multiple persons (eg photo copier, food processing equipment, ovens etc) are cleaned periodically throughout the day. Use of these items is encouraged to be as minimal as is possible & only as essentially required

**If sharing tools and equipment is unavoidable, ensure they are cleaned with a detergent solution or disinfectant wipes in between use.**

All equipment within office & kitchen areas, that is used by multiple persons (eg photo copier, food processing equipment, ovens etc) are cleaned periodically throughout the day. Use of these items is encouraged to be as minimal as is possible & only as essentially required

All work stations within the office are equipped with their own pens, calculators, staplers, phones, computers & related equipment. Staff have dedicated work stations & are encouraged to clean them frequently.

**Place visual aids about physical distancing, hygiene and hand washing practices around the workplace.**

Relevant signage is placed around the workplace including those relating to hand hygiene, masks, physical distancing. This is also communicated via regular verbal & email correspondence to reiterate these matters to staff

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Where available & practicable, windows are opened to allow natural air flow. In areas that have air cooling or heating via air conditioning, filters are periodically cleaned.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, visitors and contractors.**

All staff entering the premise sign in & out at dedicated stations as well as signing in to the premise via QR code. A detailed staffing list is maintained with contact details kept confidentially and securely to assist with any contact tracing requirements. Any supplier or contractor are required to sign in and out of QR code also

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

QR codes are printed and positioned very clearly at every entry point to the premise. Staff will check every supplier has checked in prior to interaction, while physically distancing

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

If reasonable reason is evident to not obtain QR code sign in, manual details will be taken from said person or another person will be asked to provide details on their behalf. These records will be kept secure and will be provided to an authorised office if so required

**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.**

Flavours Catering + Events would be more than willing to assist with any enquiries or information that is required, in relation to contact tracing or in relation to any known positive cases of covid-19. We will comply with any requirements as advised by the NSW Government, SafeWork NSW and/or NSW Health

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes