

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



Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Floral Anthology
Business location (town, suburb or postcode)	Albion Park
Select your business type	
Retail and grocery	
Completed by	Letitia Potts
Email address	info@floralanthology.com.au
Effective date	2 August 2021
Date completed	28 August 2021

Wellbeing of staff and customers

Exclude staff, customers and attendees who are unwell from the premises.

Agree

Yes

Tell us how you will do this

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

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Agree

Yes

Tell us how you will do this

Display conditions of entry including requirements to stay away if unwell and record keeping.

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Agree

Yes

Tell us how you will do this

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Encourage staff to access COVID-19 vaccination

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Agree

Yes

Tell us how you will do this

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

Ensure 1.5m physical distancing where possible, including:

at points of mixing or queuing
between seated groups
between staff.

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- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Avoid congestion of people in specific areas where possible.

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Agree

Yes

Tell us how you will do this

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

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Agree

Yes

Tell us how you will do this

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

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Agree

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Tell us how you will do this

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

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Agree

Yes

Tell us how you will do this

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

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Agree

Yes

Tell us how you will do this

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

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Agree

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Tell us how you will do this

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).

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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).

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, customers and contractors.

Agree

Yes

Tell us how you will do this

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.

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Agree

Yes

Tell us how you will do this

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, volunteers, visitors 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.

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Agree

Yes

Tell us how you will do this

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

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

Yes