

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

Your COVID-19 Safety Plan

Retail and auctions

Business details

Business name	Upstate
Business location (town, suburb or postcode)	Dee Why
Select your business type	
Auctions and open houses	
Completed by	Meschell Howarth
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Effective date	11 October 2021
Date completed	11 October 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

We will sign at the front of the premise advising conditions of entry i.e DO NOT ENTER IF UNWELL, a QR code, masks & sanitisers. We will be checking everyones vaccination status.

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

Yes

Tell us how you will do this

Updated COVID-19 Safety Plan, uploaded to company intranet, sanitiser available upon entry, face masks for all team members, and discussed at all team meetings weekly

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

Yes

Tell us how you will do this

Will be displayed at front of office and ipad at reception plu on company social platform & website

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This applies to auction houses, betting agencies, markets that do not predominantly sell food, and retail premises, except for critical retail premises. Critical retail premises are defined in the *Public Health (COVID-19 General) Order 2021*.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to

enter the premises.

Agree

Yes

Tell us how you will do this

It will displayed on internal company intranet, company website, discussed in weekly team meetings & trained to all Proerty Managers & Sales Agents.

Reception have been trained to ask upon arrival.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

If we are conducting an in room auction we will have chairs 1.5m apart and the remaining people will have to wait outside the office and only enter when the property they are bidding is going to auction.

They will enter on one side & when the auction is completed they will depart the other side

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

Staff in the office will sit at desks that are 1.5m apart

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Our office is 1,000sqm and we will have staggered seating throughout the office, communal kitchen & meeting rooms

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

Agree

Yes

Tell us how you will do this

A staff member will be outside the premise to ensure social distancing

Ventilation

Review the 'COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We can't modify the ventilation in the office as we are in a office building, we do have ventilation units through out

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We are in a auction house within our office premise and will ensure social distancing is occuring

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

We will ensure the front doors remain open on Auction evenings and everyone is socially distanced and air conditioning is on

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

We will ensure the front doors remain open on Auction evenings and everyone is socially distanced and air conditioning is on

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Our airconditioning units are serviced bi-monthly and filters replaced as required

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

If required we will consult experts for advice

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

Mandatory face masks throughout office and spare masks available for all team members are available

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

Agree

Yes

Tell us how you will do this

Hand Sanitiser available on every desk and two sanitising stations are available before

entering the office

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

Agree

Yes

Tell us how you will do this

Cleaning teams stock up daily

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.

Agree

Yes

Tell us how you will do this

Cleaning teams are on hand / in office every 2nd day and all surfaces wiped down hourly and glen 20 available throughout the office

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

QR COde check at front of office and and front desk for all staff & clients. We also have a

manual form for those that can't digitally checkin

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.

Agree

Yes

Tell us how you will do this

Action as above instructions and everyone is checked upon entry by 2 receptionists

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.

Agree

Yes

Tell us how you will do this

Manual completion form for those that can't digitally checkin

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

Not applicable

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

Yes