

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

### Drive-in cinemas

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	The KidzWish Foundation
Plan completed by:	Renee Hawira (Fundraising & Events Manager)
Approved by:	Julie Gemmell (General Manager)

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude customers and staff who are unwell from the premises.	This is communicated to customers, staff, volunteers and visitors via electronic means and verbal briefings, and at the registration checkpoint when entering the event.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All staff have been encouraged to complete the on-line " Infection Control Training - Covid 19" provided by the Australian Government Department of Health. Also signage has been placed around the museum facility.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	This is communicated to staff via email and they are instructed not to attend the event if they are sick in any way.
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed on the KidzWish website, Facebook and at the entry to the event.

## Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Restaurants and cafes (consider delivery to the vehicles to decrease crowding).

Traffic controllers and Volunteers have been instructed and assigned to control the flow and congregation of people (max 10 people per group). Food Vans are only allowed to provide take-away food only and assign their own volunteers to deliver food to vehicles. The line-up for food is limited to 10 people at a time, provided they are 1.5 m away from each other.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
If visitors are viewing the film from outside their vehicles, have measures in place to ensure physical distancing of 1.5 metres between non-household groups.	We have volunteers in high-viz vests that will be patrolling the rows of cars, checking and instructing visitors outside of cars to physical distance 1.5 metres between groups.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	A warm staff/volunteer area is provided with allocated spaces 1.5m apart from each other, this area will be rotated between staff/volunteers to ensure there are no more than 10 people congregating at any one time.
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing. Use separate doors or rope barriers to mark the entry and exit wherever practical.	Witches Hats, Line Markers and fences will be assigned appropriately by traffic controllers to separate people in waiting queue's.
Promote online ticket purchasing and electronic ticket checking.	The only way to obtain a ticket is via KidzWish online ticket sales.
Use telephone or video for essential meetings where practical.	N/A
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Gates open 1.5 hours before start time, two sessions spread out on Friday night, and three sessions spread out on Saturday.
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	Food Vans can provide their own plexiglass barrier on their own vans.
Review regular deliveries and request contactless delivery and invoicing where practical.	Anyone coming onsite is required to register and use hand-sanitser. All deliveries and invoicing is electronically managed.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Volunteers and traffic controllers will be patrolling the area the entire time and moving people along.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Anyone entering the site must register and use hand-sanitiser.
Ensure bathrooms are well stocked with hand soap and paper towels.	Go-Hire are providing all portable toilets fully equipt with hygiene practices.
Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Volunteers and staff are instructed to do this vigilently, especially inside vehicles.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Portable hand sanitisers will be given out to attendees at the event.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves are provided and staff are instructed to use them where required.
Encouraging contactless payment options.	All payments for entry are made in advance, electronically. Food vans will have eftpos machines only and contactless payment options are encouraged through the conditions of entry.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	All volunteers are required to sign in and out of the event. Another form is in use to record the date, names of visitors and their contact details and these are collected and held by the General Manager for at least 4 weeks.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	This has been communicated to staff via email and is strongly encouraged to support safety guidelines.
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.	This is achieved through electronic communications and verbal briefings as well as via signage placed throughout the event.