

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



## Your COVID-19 Safety Plan

### Other businesses and organisations

#### Business details

Business name	THE ACADEMY OF INTERACTIVE ENTERTAINMENT LIMITED
Business location (town, suburb or postcode)	33 Mountain St, Ultimo NSW 2007
Completed by	Matthew De Margheriti
Email address	<a href="mailto:property@aie.edu.au">property@aie.edu.au</a>
Effective date	7 December 2020
Date completed	5 January 2021

---

#### Wellbeing of staff and customers

##### Exclude staff, visitors and customers who are unwell.

- \*Study from home arrangements for students who are unwell
- \*Optional temperature checks
- \*Print and display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and reception.
- \*Those who are unwell are sent home.

##### Provide staff with information and training on COVID-19, including when to get

## **tested, physical distancing, wearing masks, and cleaning.**

- \* AIE welcome page reminding staff
- \*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.
- \* Lay the floor decals indicating 1.5m distance
- \*Additional cleaning provisions SYD:983
- \*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).
- \*Reception hold spare masks

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

- \*Working from home policy
- \*Leave entitlement (as per state rules)

## **Display conditions of entry for any customers or visitors (website, social media, entry points).**

- \* Sign in register
  - \*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.
  - \*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).
- 

## **Physical distancing**

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

- \*Display recommended occupancy signage for all spaces - refer to email 2/11/2020, FW: Social Distancing\_classroom SQM.xlsxprint
- \*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common

spaces, entry to each level, breakout spaces and Reception.

**Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.**

\*Additional cleaning provisions SYD:983

\*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).

**Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.**

\* Staggered opening to cater for students who can not complete their course without being on campus (e.g. poor internet, specialised equipment etc).

\* Teachers monitor students in their classroom to ensure they work on 1 PC and do not share

\* Campus to allocate a desk per student and staff

**Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.**

\*Working from home provisions

\*Study from home provisions

**Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.**

\*Portable sneeze guard at reception

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

\*Reception hold spare masks

\*Display recommended occupancy signage for all spaces - refer to email 2/11/2020, FW: Social Distancing\_classroom SQM.xlsxprint

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

\*Teams meetings when applicable

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

\*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).

**Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.**

\*Display recommended occupancy signage for all spaces - refer to email 2/11/2020, FW: Social Distancing\_classroom SQM.xlsxprint

\*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.

If staff or workers need to travel together in the same vehicle:

- **encourage passengers and drivers to spread out, using front and back seats**
- **workers should only handle their own tools and bags where possible**
- **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**
- **encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.**

NA

**Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.**

\*Changes to access hours to avoid queuing for classrooms to open

\*Recommended occupancy for meeting rooms and break rooms.

---

## **Hygiene and cleaning**

**Provide hand sanitiser at multiple locations throughout the workplace.**

\*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).

**Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.**

\*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).

\*Additional cleaning provisions SYD:983

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.**

\*Additional cleaning provisions SYD:983

\*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.

**Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.**

\*Additional cleaning provisions SYD:983

\*Care Packages (Hand Sanitiser, Antibacterial wipes, Tissues) located throughout the building (entrances & common spaces).

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.**

\*Additional cleaning provisions SYD:983

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

\*Additional cleaning provisions SYD:983

\*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.

**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).**

NA

---

## Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

- \*QR Implementation
- \*Staff Rosters and ESS system.
- \*Contractor/Visitor sign-in book at Reception
- \*Daily Roll call for classes

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](http://nsw.gov.au)**

\*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

\*Display current posters from [www.nsw.gov.au/covid-19/covid-safe/toolkit](http://www.nsw.gov.au/covid-19/covid-safe/toolkit) in common spaces, entry to each level, breakout spaces and Reception.

**Workplaces should consider registering their business through [nsw.gov.au](http://nsw.gov.au)**

\*registering through state QR code systems.

**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.**

\*internal procedure following SafeWork Australia and following their advice on what we must do.

\*registering through state QR code systems.

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

Yes