

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



Your COVID-19 Safety Plan

Accommodation

Business details

Business name	Castlereagh Conference Centre
Business location (town, suburb or postcode)	297-305 Old Castlereagh Road Castlereagh NSW 2749
Select your business type	Hotels accommodation backpackers hostels dormitories
Completed by	Michael McKertich
Email address	bookings@castlereagh.org.au
Effective date	2 August 2021
Date completed	15 August 2021

Wellbeing of staff and customers

Advise staff and visitors who are unwell with COVID-19 symptoms to immediately get tested and place themselves in isolation until they have received their results.

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

Agree

Yes

Tell us how you will do this

Any guest that displays Covid-19 symptoms will be kept in isolation in an accommodation room with all adjacent rooms locked until relocated for testing. Once guest has left the premises cleaning staff will disinfect the entire room and cabin.

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

Agree

Yes

Tell us how you will do this

Staff will be briefed on Castlereagh Conference Centre policy document "Responding to Pandemic, Serious Illness, Injury or Death". Within this policy it outlines Covid-19 symptoms to be aware of and how to respond to the current Covid-19 pandemic. This includes measures such as physical distancing and cleaning protocol

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

QR codes located at the entry to the venue

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff are encouraged to check their if they are eligible for the vaccine from nsw.gov.au site

Physical distancing

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

Display conditions of entry prior to arrival groups are advised of physical distancing requirements and of meeting and accommodation room capacities based on current guidelines.

Signage is also displayed around the centre reminding guests to keep their distance from each other and follow the 1.5m rule together with simple steps to help stop the spread.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Signage is also displayed around the centre reminding guests to keep their distance

from each other and follow the 1.5m rule together with simple steps to help stop the spread. Together with directorial signage on the floor.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

There are designated loading zones at the venue for pick-up and drop offs. All guests are encouraged not to mingle and to make way to accommodation or meeting rooms via directional signs.

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

Signage is displayed around the centre reminding guests and staff to keep their distance and follow the 1.5m rule together with simple steps to help stop the spread, which includes good hygiene practices and face masks

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

Agree

Yes

Tell us how you will do this

Groups are provided with hand sanitizer and anti-bacterial sprays at centrally located cleaning stations. Guests are encouraged to clean on a regular basis during their stay. Prior to arrival and after departure cleaning staff will disinfect and clean all common areas.

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

Agree

Yes

Tell us how you will do this

Staff regularly check stock levels of soaps and paper towels. Staff clean bathrooms before groups arrive and after groups leave the centre

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

Staff regularly clean common areas

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).

Agree

Yes

Tell us how you will do this

All meeting rooms have large French doors and internal fans and air conditioners that provide natural ventilation

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.

Note: QR code check-in is not required for people staying overnight who have checked in with reception, or for residents.

Agree

Yes

Tell us how you will do this

QR codes are located around the venue for group check-ins

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

All guests are required to check-in using QR codes upon arrival to the venue

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.

Agree

Yes

Tell us how you will do this

Forms are available for guests to check-in and provide contact details if they are unable to use QR codes.

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

Yes