

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

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Mobile Rock Climbing Australia
Business location (town, suburb or postcode)	Mobile Business throughout NSW
Completed by	Wade Morse
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Effective date	7 December 2020
Date completed	12 February 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

organisers of the activity are aware of the current restrictions in place. Provide all activity Organisers information and links to resources.

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

Operational Staff are to review and sign the company:
Memorandum for all Base Zero team.
Complete Infection Control Training online course.

BASE ZERO COVID-19 Operational Training Guidelines.

Base Zero - Return To Play event initiative.

Corona Virus in the Workplace Policy

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

This has been adhered to and is outlined in the Base Zero CORONA Policy.

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

Conditions of entry signage will be displayed at all activities and events.

Hygiene Posters are visible along with sanitation points for entry and exiting the activity.

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.

The activity provided is undertaken in an outdoor environment. From 1st July, regulations allow outdoor sporting activities to be undertaken whilst adhering to the 1.5m distancing policy.

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.

Outlined in the Base Zero Operational Training agreement. Work stations are assigned and cleaned upon shift changes.

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.

Participant numbers adhere to the restrictions in place.

Crowd control barriers are utilised to direct the flow of participants, with physical distancing markers positioned along the waiting line.

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

Staff Traveling to the local events are encouraged to travel separately without the use of public transport.

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.

Signage displayed to ensure all participants stand in the allocated position and face away from harnessing attendant.

No physical contact for harness application and attachment to safety carabiner. Hand sanitation required prior to and after activity. Hand sanitation station in position.

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.

All staff will maintain 1.5m physical distancing whilst setting up, on meal break, during operation and packing down after the activity has completed.

Use telephone or video for essential meetings where practical.

Communication with office personnel and event organiser will be online and over the phone.

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

Contactless deliveries have been implemented across the company.

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

practical.

Signage to maintain physical distancing will be displayed at events.

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.**

If staff travel together, the passenger will be encouraged to use the back seat and set the aircon to external flow.

Designated roles for setting up the equipment have been implemented to reduce cross-contamination.

Vehicles and equipment will be thoroughly cleaned with disinfectant.

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

All events are held in the open space. Participants will be directed not to congregate around the area. A long barrier line will be implemented to encourage compliance with social distancing regulations.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitation stations will be available at the entry and exit points of the activity. Event organisers are encouraged to provide additional hand sanitation stations throughout the area.

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

Surface wipes are available to clean equipment and work stations.

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

Event organisers provide the facilities at events and are encouraged to be well stocked up with cleaning sanitation items, and provide posters at wash stations, how to wash hands.

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

The Rock Climbing Wall and equipment will be cleaned with detergent and disinfectant daily.

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

All sanitation solutions will be provided at the recommended consistency and strength.

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

All staff will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

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).

Most events are outdoors. If any indoor events are undertaken, we will ensure that the intake of outside air will be encouraged.

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.

Event organisers will be instructed to maintain a list of staff visitors and contractors for a period of 28 days adhering to confidentiality and all details will be stored securely. Details will include Name Mobile Number and email address.

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

Base Zero attends events organised by event coordinators who utilise a QR code registration process.

In the event an event coordinator does not provide a QR code, a QR Code specifically for Base Zero has been implemented for the collection of customer details and registration.

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

All Base Zero team members will be made aware of the COVIDSafe app, and utilise it whenever possible.

Workplaces should consider registering their business through nsw.gov.au

This has been undertaken.

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.

All Base Zero Team members have been instructed to cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and will notify SafeWork NSW on 131050.

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

Yes