

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



Your COVID-19 Safety Plan

General

Business details

Business name	Hillsong Music Publishing Australia
Business location (town, suburb or postcode)	Alexandria
Completed by	Ellouise Southam
Email address	ellouise.southam@hillsong.com
Effective date	18 October 2021
Date completed	27 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

- All visitors are instructed on health and safety protocols across mediums including email, website, and signage on arrival
- Workers are made aware of Government Health recommendations, or requirements,

also relating to the use of face masks in their relevant State or Territory.

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

All workers are instructed to complete the Safe Church online training course titled 4. COVID-19 Staff & Volunteer Safety Training prior to entering the workplace.

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

Agree

Yes

Tell us how you will do this

Signage located on entry door for wellness instructions and QR code

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Statement about the importance of vaccinations provided in staff intranet site along with other COVID-19 safety information.

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

Floor markings to keep workers, students and public, at least 1.5m apart from each other.

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

- Floor markings to keep workers, students and public, at least 1.5m apart from each other.
- Booking system to ensure no overlap of users.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

- Floor markings to keep workers, students and public, at least 1.5m apart from each other.
- Booking system to ensure no overlap of users.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Limited parking and space between bookings.

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

- Where possible windows and doors are open to increase natural ventilation.
- Air-conditioning units are serviced and cleaned regularly

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Where possible, encourage people to meet outdoors when indoor equipment not necessary.

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

Agree

Yes

Tell us how you will do this

Where possible windows and doors are open to increase natural ventilation.

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

- Where possible windows and doors are open to increase natural ventilation.
- Air-conditioning units are serviced and cleaned regularly

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

Air-conditioning units are serviced and cleaned regularly

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

Consult as needed.

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

Staff are informed of this requirement and signage is displayed throughout the location.

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

Agree

Yes

Tell us how you will do this

Alcohol based hand sanitiser made readily available to all workers on premise and on entry to buildings (out of reach of children).

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

Agree

Yes

Tell us how you will do this

Soap and water for hand washing and paper towel or air dryer for hand drying made available in bathrooms, break rooms, food preparation areas with instructional signs on hand washing.

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

Regularly clean frequently touched surfaces including counters, benches, kitchenettes, drinking fountains, handrails, doors, till, phones, keyboards, and EFTPOS facilities.

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

All visitors and workers are made aware of State Governments Check-in app and its benefits to support contact tracing if required.

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

- Conditions of entry displayed on website, and venue entrance.
- Workers and visitors are required to check in to the premises using systems required by Location Management

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

All visitors and workers are made aware of State Governments Check-in app and its benefits to support contact tracing if required.

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

n/a - no other venues/facilities on the premises.

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

Yes