

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



Your COVID-19 Safety Plan

Office environment (including call centres)

Business details

Business name	Hillsong Music Publishing & Hillsong Music and Resources
Business location (town, suburb or postcode)	Castle Hill
Completed by	Ellouise Southam
Email address	ellouise.southam@hillsong.com
Effective date	18 October 2021
Date completed	29 October 2021

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

- 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 when to get

tested, physical distancing and cleaning.

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.

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

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

Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.

- Workers are instructed to take care of themselves and not do anything to cause harm to others.
- Conditions of entry displayed on website, and venue entrance.

Encourage staff to access COVID-19 vaccination.

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

Employers must:

- **allow an employee who is a fully vaccinated person to work at the employee's place of residence if it is reasonably practicable to do so (note: this applies to employees who reside outside Greater Sydney who have received only one dose of a COVID-19 vaccine until the beginning of 1 November 2021)**
- **require an employee who is not a fully vaccinated person to work at the employee's place of residence unless it is not reasonably practicable to do so (note: this does not apply to employees who reside outside Greater Sydney who have received only one dose of a COVID-19 vaccine until the beginning of 1 November 2021)**

WFH is available to workers who can perform their roles from home.

Physical distancing

Capacity at an office premises must not exceed one person per 4 square metres of space in the premises.

- Foyer and external furniture will be rearranged to enable physical distancing.
- Floor markings to keep workers, students and public, at least 1.5m apart from each other.

Assign workers to specific workstations. If this is not practical, workstations and shared office equipment should be wiped down with disinfectant surface wipes between users.

- Rosters/Schedules in place limiting the number of people on premise at any time are prepared and managed.
- Between usage frequently touched surfaces and equipment are cleaned.

Use flexible working arrangements where possible, such as working from home or other locations.

WFH is available to workers who can perform their roles from home.

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as counters or service desks
- between seated groups such as in lunch rooms
- at workstations.

- Foyer and external furniture will be rearranged to enable physical distancing.
- Floor markings to keep workers, students and public, at least 1.5m apart from each other.

Use telephone or video platforms for essential meetings where practical.

Where team meetings are required, they are held over the phone and information sent by email where possible.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Rosters/Schedules in place limiting the number of people on premise at any time are prepared and managed.

Review regular deliveries and request contactless delivery and invoicing where

practical.

All deliveries are received using contactless deliveries procedure.

Ensure that people maintain physical distancing in lifts and lift waiting areas so far as reasonably practicable; display signs near lifts to advise and recommend physical distancing.

N/A no lifts in buildings

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.

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

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

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).

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

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

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.

We will consult as necessary.

Hygiene and cleaning

People who are not fully vaccinated or do not have a medical contraindication certificate must wear face masks in indoor areas, unless exempt. Under WHS law, all employers or businesses in consultation with workers and their representatives are required to manage the risk of COVID-19 to workers and others in the work environment. Regardless of vaccination status, employers may deem mask wearing as an appropriate control as part of their COVID-19 Safety Plan.

Workers and visitors are made aware of Government Health recommendations, or requirements, relating to the use of face masks in their relevant State or Territory.

Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, including entry and exit points.

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

Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.

The necessary cleaning, hygiene and personal protective equipment supplies made available to workers or visitors to use when needed.

Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.

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

Ensure bathrooms are well stocked with hand soap and paper towels, and consider

putting up posters with instructions on how to wash hands.

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

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

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

Cleaning staff have been properly trained on how to clean using Safe Work Australia resources, and given instruction on how to correctly use any relevant PPE.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Posters on hand washing are prominent throughout buildings and hand washing facilities are available in the bathrooms.

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, volunteers, visitors and contractors.

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.

- 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.

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

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.

Workers are made aware of Government Health recommendations, or requirements, also relating to the use of face masks in their relevant State or Territory.

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

Yes