

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



Your COVID-19 Safety Plan

General

Business details

Business name	Picnic & Proposals
Business location (town, suburb or postcode)	Sydney 2000
Completed by	Elise Eyvaz
Email address	booking@picnicandproposals.com.au
Effective date	11 September 2021
Date completed	23 September 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

If feeling unwell, we ask all patrons to reschedule their event

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

Our team is trained in the safest manner to set up and pack up your picnic.

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

Agree

Yes

Tell us how you will do this

All patrons must abide by our Covid-19 Policy and any current public health orders.

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

All patrons must abide by our Covid-19 Policy and any current public health orders.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Our team is fully vaccinated.

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

All patrons must abide by our Covid-19 Policy and any current public health orders.

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

All patrons and staff must abide by our Covid-19 Policy and any current public health orders.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

All patrons and staff must abide by our Covid-19 Policy and any current public health orders.

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

All patrons and staff must abide by our Covid-19 Policy and any current public health orders.

Ventilation

Review the COVID-19 guidance on ventilation available on NSW Government 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

All patrons and staff must abide by our Covid-19 Policy and any current public health orders.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

Agree

Yes

Tell us how you will do this

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

Our team is trained in the safest manner to set up and pack up your picnic.

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

Agree

Yes

Tell us how you will do this

Our team is trained in the safest manner to set up and pack up your picnic.

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

Agree

Yes

Tell us how you will do this

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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

Our team is trained in the safest manner to set up and pack up your picnic.

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

We only operate in hired venues, public parks, private homes and abide by any current

public health orders.

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

We only operate in hired venues, public parks, private homes and abide by any current public health orders.

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 patrons and staff must abide by our Covid-19 Policy and any current public health orders.

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

Yes