



Yura Banji Scooters Pty Ltd COVID- 19 Safe Plan

This plan has been formulated to reduce workplace risks for employees, guests and the general public who may be exposed to COVID-19 as a result of onsite operations of Yura Banji Scooters Pty Ltd . Yura Banji Scooters has obligations under the Work Health & Safety Act 2011 and must take action to protect workers and others at the workplace from the risk of exposure to COVID-19 so far as is reasonably practicable. Yura Banji Scooters is obliged to provide a safe and healthy workplace for staff, contractors, customers, and visitors, and is committed to:

- Provide and maintain a safe and healthy work environment;
- Provide adequate and accessible facilities for workers to carry out their work, and;
- Monitor the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.

Workers

You must take reasonable care for your own health and safety and the health and safety of others in your workplace. You must co-operate with any reasonable policy or procedure that relates to health or safety at the workplace. This includes:

- Requiring workers to practice physical distancing (stay at least 1.5 m away from each other);
- Requiring workers to practice good hygiene – wash hands after contact with surfaces and equipment, wash hands regularly for at least 30 seconds;
- Requiring workers to stay home when sick, and;
- Cleaning the workplace regularly and thoroughly.

1.0 Staged opening of Yura Banji Scooters facilities.

1.1 Stages – Opening 5 September 2020

Suburb	Total Scooters Available	Total Scooters to be released – Stage 1- 5 September 2020 to 17 September 2020
Point Lookout	14 scooters	100%
Dunwich	14 scooters	0%
Suburb	Total Scooters Available	Total Scooters to be released – Stage 2- 17 September 2020 to 6 October 2020
Point Lookout	14 scooters	100%
Dunwich	14 scooters	100%
Suburb	Total Scooters Available	Total Scooters to be released – Stage 3- 7 October 2020 to 31 January 2021
Point Lookout	25 scooters	100%
Dunwich	14 scooters	100%



2.0 Physical changes to Offices and Worksites.

Preparation	Location	Action	Responsibility
Creating Barriers & Social Distancing of Customers	All Locations	Ensure adequate space between customers .	Yura Banji Scooters Staff
Limit Equipment use	All workstations	Prohibit the sharing of equipment and devices where practical. Each cleaner to have clearly marked equipment for their use at work. Anti-bacterial wipes to be placed at each sign on site and used after each person signs on/off for duties.	Yura Banji Scooters Staff

3.0 Screening of Incoming Guests

Prior to opening any physical workplace, of paramount concern will be reducing risks for employees and other individuals who may be exposed to COVID-19 as a result on onsite business operations.

3.1 Series of 4 questions to be asked prior to the booking **being accepted**, both online and walk in customers. (www.health.qld.gov.au):

- i. Ask guest to confirm that they have not returned to Australia from overseas in the last 14 days?
- ii. Ask guest to confirm that they have not been in close contact with a person who has had COVID-19 in the last 14 days?
- iii. Ask guest to confirm if they have previously been diagnosed with COVID-19?
- iv. Ask guest to confirm that they will re-arrange or cancel their booking if at the time of their proposed visit they have been unwell in the last 72 hours especially with cold or flu-like symptoms such as fever, cough, sore throat or shortness of breath?

Preparation	Location	Action	Responsibility
Screen incoming Customers for COVID-19	Online & Bookings	Online Booking – pop up screen with the questions prior to payment and confirmation, if guests answers yes, booking not permitted.	Yura Banji Scooters Staff



4.0 Health and Safety Procedures

4.1 Cleaning Policies, Procedures and Checklists

Preparation	Location	Action	Responsibility
Keeping accurate records of customer using services is important to assist contact tracing efforts in the instance of COVID-19 outbreak	All locations	Accurate records to be kept in Rezgo booking system of number of guests. All guest records must include full name, phone, date of birth and home address.	Yura Banji Scooters Staff
Strict adherence to effective routine cleaning, with a focus on increased frequency of cleaning of high contact areas and communal facilities	All locations	Create checklist to monitor frequency of cleaning. Enforce strict adherence to upkeep of the checklist to be stored electronically at the close of business each day.	Yura Banji Scooters Staff
Signage to advise guests of the requirements and process of routine cleaning of communal areas after use	All locations	Create and install multiple signage at each communal point.	Yura Banji Scooters Staff
More enhanced and more frequent cleaning and sanitisation	All locations	Ensure enhanced hygiene – hand washing, coughing and sneezing etiquette, proper tissue disposal, use of hand sanitisers, use of disinfectant	Yura Banji Scooters Staff
Ensuring sufficient supplies of liquid soap, paper towels and access to hand washing facilities	All locations	Yura Banji Scooters must provide sufficient cleaning and disinfection supplies and equipment to be located at entry and exit points of all locations. Signs posted at entry and exit points regarding practice of proper hygiene and hand washing.	Yura Banji Scooters Staff
Display at the entrance the number of customers that may be inside premises to maintain physical distancing.	All locations	Create and install multiple signage at each communal point.	Yura Banji Scooters Staff
Ensure cleaning staff avoid close contact with customers	All locations	Cleaners should wear gloves while cleaning and use alcohol rub before and after wearing gloves. As an added precaution, cleaning staff may wish to wear a surgical mask and/or coveralls while cleaning.	Yura Banji Scooters Staff ensure sufficient supplies of gloves and alcohol rub, surgical masks.
Contact free deliveries	All locations	Arrange drop off points for deliveries	Yura Banji Scooters Staff
Review and Monitor Work Health and Safety Compliance	All locations	Scheduled weekly review of the effectiveness of measures in place; review existing and new critical risks and controls required.	Yura Banji Scooters Staff



5.0 What should the workplace do about workers who are unwell?

Direct workers to not attend work and stay at home if they are sick, and to go home immediately, if they become unwell. Require them to be tested for COVID-19 if they have any flu like symptoms such as cough, sore throat, shortness of breath, fatigue, aches or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.

6.0 What should the workplace do if a customer becomes ill?

- Staff should avoid contact with guests who become unwell.
- While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not coronavirus.
- For the latest advice, information and resources, go to www.health.gov.au
- Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.
- **Report and notify cases of COVID-19**—if there is a confirmed or probable case of COVID-19 infection at your workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. To avoid duplication of reporting, for the time being employers do not need to notify Workplace Health and Safety Queensland (WHSQ) if an employee is a confirmed or probable case. WHSQ will respond to all requests for advice or assistance on COVID-19 related matters. Our inspectors will continue to ensure businesses are complying with requirements to prevent exposure to unacceptable health and safety risks.

7.0 How can we help prevent the spread of COVID-19?

Hand hygiene is the single most important way to prevent the spread of infection

- Soap and water can be used for hand hygiene at any time and **should** be used when hands are visibly soiled
- Alcohol-based hand rub (sanitiser) can be used if soap and water are not readily accessible, **except** when hands are visibly soiled.
- Cleaning hands regularly for at least 30 seconds with soap also helps to reduce environmental contamination.
- Wash your hands before and after eating, and after going to the toilet, wash hands after touching any surface or equipment



Sneeze/cough etiquette and respiratory hygiene is the best defence against respiratory viruses

- cover your cough or sneeze with a tissue and dispose of tissue immediately.
- or cough/sneeze into the bend of your elbow.
- wash your hands or use alcohol-based hand sanitiser.

Practice physical distancing (stay more than 1.5 metres from people, if possible) and, if unwell, avoid contact with others

You can find out more about how to stop the spread of COVID-19 at <https://www.health.gov.au/news/launch-of-the-coronavirus-covid-19-campaign>