



EMBRACE Your Spark: COVID-19 Safety Plan August 2020

We have developed this COVID-19 Safety Plan to help create and maintain a safe environment for our young clients, their families and staff.

Business name: EMBRACE Your Spark

Plan completed by: Anita Ness, Founder and Lead Coach

We follow the current COVID-19 Public Health Orders, and also manage risks to young clients, their families and staff in accordance with Work Health and Safety laws.

To ensure the Wellbeing of young clients, their families and staff we will:

Exclude young clients, parents, siblings and staff who are unwell.	<ul style="list-style-type: none">• Inform parents that their children should not attend sessions in person if they are unwell• Inform staff that they should not attend if they are unwell• If young client or family members arrive at session, who are visibly unwell, they will be asked to leave
Exclude young clients, parents, siblings and staff who have been in Victoria or any of the venues affected by recent outbreaks, in the past 14 days.	<ul style="list-style-type: none">• Inform staff that they need to self-isolate if they have been in Victoria or any of the venues affected by recent outbreaks in the past 14 days• Inform parents that their children should not attend sessions if they have been in Victoria or any of the venues affected by recent outbreaks in the past 14 days
Provide parents and staff with information on COVID-19, including physical distancing and cleaning.	<ul style="list-style-type: none">• Provide staff and parents with information on COVID-19
Display conditions of entry for all young clients and their families (website, entry points).	<ul style="list-style-type: none">• Put up sign at entry point stating conditions of entry



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To ensure Physical Distancing we will:

<p>Comply with restrictions on numbers and amount of space required.</p>	<ul style="list-style-type: none">• Comply with public health restrictions on the number of people allowed to participate• Ensure activities are as contactless as possible, limiting physical contact between staff and young clients• Inform parents that they need to practice physical distancing from staff• Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times• Use zoom for sessions where possible
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To ensure appropriate Hygiene and Cleaning we will:

<p>Hand Sanitiser</p>	<ul style="list-style-type: none">• Provide hand sanitiser at for young clients, parents, siblings and staff to use• Provide hand sanitiser at multiple locations and times during sessions
<p>Cleaning agents eg. Disinfectant</p>	<ul style="list-style-type: none">• Provide detergent/disinfectant surface wipes to clean equipment• Clean frequently touched areas and surfaces with detergent/disinfectant before/during/after client sessions• Clean frequently used areas at least daily with detergent or disinfectant• Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions• Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water• Ensure that materials that cannot be cleaned after use are not shared and are disposed of after use



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Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	<ul style="list-style-type: none">• Check bathroom is well stocked with hand soap and paper towels• Display NSW Health posters stopping the spread and hygiene and handwashing• Ensure young clients, parents and siblings wash their hands and/or use hand sanitiser when they arrive at their session
General	<ul style="list-style-type: none">• Supply tissues and ensure young clients, parents, siblings, staff cough and sneeze into their elbow or a tissue which should be discarded immediately• Ensure young clients, parents, siblings and staff wash their hands and/or use hand sanitiser immediately after coughing or sneezing• Ensure staff do not shake hands/high five etc with young clients, parents or siblings

To ensure appropriate Record Keeping we will:

Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	<ul style="list-style-type: none">• Keep required details confidentially and securely for at least 28 days• Update our privacy policy to inform parents that we will be using their contact details for tracing COVID-19 infections and this might mean sharing these with venues and government authorities
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	<ul style="list-style-type: none">• Ensure staff are aware of the COVIDSafe app and its benefits
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.	<ul style="list-style-type: none">• Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our coaching sessions• Notify SafeWork NSW on 13 10 50 if we become aware of a positive case of COVID-19 at our sessions