Your COVID-19 Safety Plan

General

Business details

Business name                  The University of Sydney
Business location (town, suburb or postcode) The University of Sydney, NSW 2006 (general plan for all campuses)
Completed by                  Matthew Mitchell
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Effective date                12 April 2021
Date completed                5 July 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.
Agree

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.
Agree

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree
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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Agree

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**Physical distancing**

Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons.

Gatherings at the University for normal business purposes (research and educational activities) are exempt from the 2/4 meter square rule under the current and previous Public Health Orders. Whilst the 2/4 square meter rule has not been applied to room/facility capacities, wherever possible essential on-site teaching and research activities have been assigned to work/study spaces that help facilitate physical distancing.

Support 1.5m physical distancing where possible.

Agree

Avoid congestion of people in specific areas where possible.

Agree

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

Agree

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**Hygiene and cleaning**
Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.
Agree

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

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

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

Record keeping

Keep a record of name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar.
Agree

Processes must be in place to ensure that customers provide the required contact information. Electronic check-in systems, such as QR codes, should be clearly visible and accessible including at entrances to the premises.
Agree

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.
Agree

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 there are unexpected circumstances which prevent the use of electronic methods to collect
contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

This situation is unlikely to arise as buildings are on restricted access and it will not be possible to enter a building without swipe card access or facilitated access via a University host. University staff who are hosting visitors will be instructed to capture and record visitor data that cannot be recorded via the Service NSW QR code check-in system.

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

Yes