

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



## Your COVID-19 Safety Plan

### General

### Business details

Business name	DLI Training
Business location (town, suburb or postcode)	Auburn
Completed by	Abdul Ali
Email address	<a href="mailto:abdul@dlitraining.edu.au">abdul@dlitraining.edu.au</a>
Effective date	2 August 2021
Date completed	24 August 2021

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### Wellbeing of staff and customers

#### Exclude people who are unwell from the premises.

#### Agree

Yes

#### Tell us how you will do this

All staff and students will be temperature checked on arrival at the centre, no one will be allowed to enter if they have any symptoms of flu or cough.

**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**

Email and printed instructions to all staff with information and training on Covid-19, wearing masks all the time, even in open areas, get tested every 72 hours, physical distancing and hygiene.

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

**Agree**

Yes

**Tell us how you will do this**

Signs and warning signs will be presented in the facility as well as on all entries and exist.

**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**

N/A

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

## Tell us how you will do this

Explain how important to get the vaccine

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## Physical distancing

**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

Floor marking for queues.

each student will sit at a desk of 2 persons and the distance between seats are more than 1.5m.

There are no staff desks near each other. approx distance between staff is over 2m.

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

Agree

Yes

## Tell us how you will do this

We have limited the capacity of the classroom to 25% or the actual capacity. One person per 4 square meters of space as a minimum.

**Agree**

Yes

**Avoid congestion of people in specific areas where possible.**

**Tell us how you will do this**

Signs are in place.

All staff including trainers will make sure to control any kind of congestion in any area.

**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**

Staff and Trainers will give clear instructions to students about gathering during or after the training course.

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## **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**

Face masks are mandatory for staff, students and visitors all the time.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is available on all key points around the venue. Entrance, offices, toilets, practical areas and classrooms.

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

**Agree**

Yes

**Tell us how you will do this**

We always make sure we have plenty of stock available at the facility. Bathroom checked on an hourly basis to make sure soap, hand sanitiser and paper towels are available.

**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**

We disinfect all tables, door handles and other areas you come in to contact with on a daily basis BEFORE CLASS

**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**

Yes

**Tell us how you will do this**

we make all windows doors and roller doors always open to provide all-natural air to come through.

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**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**

Everyone must QR code check-in on arrival at the training centre.

and we have a manual record book on the facility to be filled for evryon.

**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**

QR codes are positioned on all entries to the facility and we will have somebody will be on the entry to make sure everybody is using QR code to sign in.

**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**

When QR code can not be used then all manual registers will be transferred to a soft copy and stored on our system at the end of each day and will be ready to be sent to an authorised officer if required.

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

Yes