

# YOUR COVID-19 SAFETY PLAN

## Office environment (including call centres)

### Business details

Business name	Gajic Lawyers
Business location (town, suburb or postcode)	Parramatta 2150
Completed by	DAMON CHU
Email address	dc@gajic.com.au
Effective date	2 June 2020
Date completed	24 June 2021

## Wellbeing of staff and visitors

### Exclude staff, volunteers and visitors who are unwell.

All people who are unwell will not be allowed entry. All appointments are conducted via phone only.

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

All staff who come to the office must sign in at reception and have their temperature checked. This includes, date and time of visit, name, temperature at sign in and temperature at sign out. These records are kept.

All face to face appointments are online only. Any face to face appointments that cannot be done online that take place face to face in the office, each person are to be in separate rooms and communicate via phone. All staff to be tested as soon as any symptoms surface. Staff are to work from home if they are able to until COVID clearance is received and confirmed by HR. All staff have designated workstations which are a minimum 1.5-2m apart. Staff with offices work with doors closed and communicate via phone. common areas like the lunch room and kitchen must observe the same social distancing rules. Handsantiser and wipes are placed at reception and at all staff workstations. Proper cleaning and sanitizing instructions and guides are placed in the kitchen.

### Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff who are required to self isolate may discuss to make case by case arrangements with management if they can use leave or work from home instead. All staff are equipped to work from home pre-COVID.

**Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.**

Communication to staff that when they are unwell must advise HR and take the COVID test. They will work from home until they receive clearance and allowed to work from the office.

## Physical distancing

**Assign workers to specific workstations. If this is not practical, workstations and shared office equipment should be wiped down with disinfectant surface wipes between users.**

Workstations assigned - no sharing.

Each workstation are separated by at least 1.5-2m with a partition separating them. All workstations have sanitising wipes and hand sanitizers.

**Use flexible working arrangements where possible, such as working from home or COVID-19 Safety Plan – Office environment (including call centres) other locations.**

all staff are capable to work from home with equipment provided by the firm.

**Consider physical, distance or other controls to protect staff and visitors at physical interaction points such as counters or service desks, to maintain social distancing.**

Limited staff numbers in the office and common areas such as lunch room and kitchen.

**Support 1.5m physical distancing where possible.**

Limited staff numbers in the office and common areas such as lunch room and kitchen. Majority of staff work from home and on alternating days.

**Use telephone or video platforms for essential meetings where practical.**

All meetings are held via phone or conference. Clients who walk in are asked to call back to arrange a phone conference instead of face to face.

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

Not applicable as majority of staff work from home instead of a centralised area.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Orders are dropped off at the front and we pick up. No contact.

**Ensure that people maintain physical distancing in lifts and lift waiting areas so far as reasonably practicable; display signs near lifts to advise and recommend physical distancing.**

Lifts are not used. Social distancing observed when taking stairs.

## Hygiene and cleaning

**Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, COVID-19 Safety Plan – Office environment (including call centres) including entry and exit points.**

Located at entrance and exits and workstations as well.

**Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.**

Located at each workstations.

**Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.**

Cleaners are equipped and instructed to sanitize all surface areas. Staff instructed to wipe down own workstations at the end of each day.

**Ensure bathrooms are well stocked with hand soap and paper towels, and consider putting up posters with instructions on how to wash hands.**

bathrooms are stocked and guides placed to show how to properly clean and was hands.

**Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.**

All surface areas disinfected by staff daily and by cleaners as well.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.**

Solutions are not diluted.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Supplied and used.

**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).**

Mechanical ventilation is optimized.

## Record keeping

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

Records are kept indefinitely.

**Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)**

All records are confidential and personal contact details are secured in management system.

**Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff aware of app use.

**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.**

Agreed.

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

Yes