

COVID Safe Checklist for Zoom2.0 t/a Ab Fab & Piccalilli Catering

1. Check your business can re-open

- Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can re-open your business and whether any specific restrictions apply.
- If your business has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.
- Ensure staff are trained in new requirements and ensure their food handling training is up to date.
- COVID Safe training will be made available. Government will develop free training for all industries and some industry bodies have developed bespoke training. COVID Safe training will be mandatory for high risk industries and must be undertaken within two weeks of re-opening.

2. Wellbeing of workers

- Direct workers to 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 symptoms of acute respiratory disease (cough, sore throat, shortness of breath) 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.
- Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. Elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.
- Modify processes in the office, kitchen, and deliveries to limit workers having to be in close contact, as much as possible. For example:
 - assign workers to specific workstations to minimise the need to go into other spaces
 - Offer contactless delivery to clients
- Postpone or cancel non-essential face-to-face gatherings, meetings and training and use videoconferencing where practicable.
- Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.



- Put signs and posters up to remind workers and others of the risk of COVID-19.

3. Social distancing

- Place signs at entry points to instruct customers not to enter the shop if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- Limit walk-in appointments and client interaction at the counter through the use of online or phone bookings. If practicable set up separate exit and entry points and separate order and collection points to minimize contact.
- Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions. Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers
- For takeaway services place menus outside the venue and introduce online ordering wherever possible.
- Implement Delivery driver policies

4. Record keeping

- Contact information must be kept for customers, workers and any contractors for a period of at least 28 days.
 - This must include name, address and mobile phone number
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Hygiene and cleaning

- Instruct all workers to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.
- Use disposable/recyclable cutlery/glass ware when possible, or strict crockery clearing guidelines requiring gloves.
- Reduce the sharing of equipment and tools.
- Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks).




6. Deliveries, contractors and visitors attending the premises

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

7. Review and monitor

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
- This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- Publicly display this signed checklist as evidence that you are a COVID Safe business.
- Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.worksafe.qld.gov.au
- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- Customers who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

<p>Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011: Signature & date:</p>	<p>Sarah Amadio</p>  <p>18.5.20</p>
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Social Distancing Plan:

Business Name: Zoom2.0 t/a Ab Fab and Piccalilli Catering

Address: 6 Vanda St, Woolloongabba, Qld 4102

Phone: 3392 1132 n or 3391 7114

ABN: 73 322 121 002

Food Licence: A005289082

Type of Business: Caterer – Off Site

Social Distancing Plan – Gross Floor Area: Available Floor Space	251m²
Area	Mtr Sqr
Front office	12
Sarah & Brian Office	4
Tim & Sarah Office	8
Disposable Store	19
Hall 1	9
Staff room	3
Hall 2	5.2
Kitchen 1	26.6
Kitchen 2	17.6
Walk-in coldroom	9.2
Dock	21.3
Store	3
Total square metres	137.9
Number of people on premises	34.475

Signage.

Provide signages at designated entrance points to inform people that they should: avoid entering the facility if they have a cough or fever; maintain a minimum 1.5 metres distance from one another; and not shake hands or engage in any unnecessary physical contact.

Post a copy of the Social Distancing Protocol at the designated entrance points.

Display posters within the facility promoting proper hand washing.

Save signage to [Zoom SharePoint Site](#)



Staff & Client Health.

Advise staff not to come to work if showing symptoms of the Coronavirus.

Assign staff to existing workstations both in the office and kitchen.

Kitchen exhaust to be turned on and doors to be open to allow airflow through the premises.

Consider mental health and social consequences of social distancing within the workplace or in the community and offer information and support.

Delivery drivers to practice social distancing and hand sanitising when delivering.

Deputy feed Staff the ['Dealing with Coronavirus in the workplace Policy'](#) for staff to confirm.

Follow-up Deputy feed with the main points-

For the Health and Safety of other staff and business continuation please

- **Don't come to work if showing symptoms of the virus**
- **Increase personal hygiene by washing your hands with soap and water more often**
- **Practice social distancing by allowing 1.5 metres**
- **Clean and disinfect your workstations when commencing and finishing work**

Staff to complete COVID Safe Micro-credentials <https://tafeqld.edu.au/covid-safe>

Measures to Improve Sanitation.

Check existing hand washing stations and hand sanitizer stations are operational and stocked.

Follow food safety guidelines as set out in our Food Safety Plan (FSP).

Develop a Cleaning & Disinfecting Checklist in addition to FSP requirements for Office, Kitchen & Loading Dock.

Record Keeping & Monitoring.

[Contractors & Visitors Register](#)

Staff shifts recorded through Deputy

Customer deliveries and contact details through FoodStorm

Cleaning & Disinfecting Checklist

[COVID Safe Checklist completed and signed](#)

[Process for managing and outbreak in the workplace](#)



1. DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY

1.1 INTRODUCTION

Piccalilli & Ab Fab Catering is committed to ensuring the health and safety of all those in the workplace. As COVID-19 has become a component of our daily lives we must work together to adapt and create safe work practises, consistent with advice from health authorities, to ensure workplaces embrace social distancing and exemplary hygiene measures.

COVID-19 is a respiratory illness caused by a new virus. It is spread person to person, but good hygiene can prevent infection. It is not a foodborne disease. There is no evidence to suggest people will get infected by swallowing the virus in, or on, food or drink. Symptoms include fever, coughing, a sore throat and shortness of breath.

To this end, this policy sets out steps that Piccalilli & Ab Fab Catering is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you as employees. For the safety of yourself and others in the workplace, this policy must be followed at all times.

1.2 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms, you must follow Government guidance to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity. In order to protect your fellow colleagues, you are required to remain absent from the workplace and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to your return shift being scheduled. This may be submitted by email or Deputy.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

iv) Vulnerable employees

If you are at increased risk of a serious infection, please conduct a risk assessment with your manager so this can be addressed and an action plan implemented.

1.3 THE CONTINUATION OF BUSINESS OPERATIONS

Per Queensland government regulations a COVID Safe Checklist has been reviewed, implemented and displayed with a PCBU sign off.



i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government mandated self-isolation period
- you are not attending work under our specific instruction, or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

It is our expectation that you attend work as normal during this time, unless:

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or temporarily cease operations, for example if someone in the workplace is diagnosed with coronavirus.

The Organisation will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

1.4 SOCIAL DISTANCING WITHIN THE WORKPLACE

Social Distancing shall be incorporated into the workplace with the following methods;

- Rosters shall be managed with minimal staff per station when possible
- Be mindful of 1.5m distancing recommendations whenever possible when interacting with colleagues, clients and suppliers

1.5 CLEANLINESS AND SANITATION WITHIN THE WORKPLACE

Cleaning and Disinfecting at work

In accordance with our Food Safety Program, all surfaces and tools shall be cleaned daily with detergent and disinfectant. Where surfaces and tools are frequently used by multiple people, such areas shall be cleaned more frequently and particularly if a shift rotation occurs. A specific COVID-19 daily checklist is displayed for sign-off in each department. Examples of commonly used surfaces include;

i) Door Handles, Light switches, tap faucet handles etc.

- ie. Kitchen fridges, freezers, cold rooms, walk ins, front & back doors, AC/Heat switch

ii) Communal surfaces

- ie. ipad, roller door switch, kitchen sealers, Kitchen PC keyboards, mouse & screen, rubbish bin handles, trolley handles, keys, vehicle frequently touched surface areas



1.6 INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- frequently cleaning your hands when around food, after coughing/sneezing, touching money or work debit cards and after using the bathroom by using alcohol-based hand sanitiser or soap and water in accordance with the Centres for Disease Control and Prevention's official instructions on how to most effectively wash your hands to reduce the risk of infection. These directions are posted throughout the workplace.
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands. Avoid touching your face and hair whenever possible.
- avoiding close contact with anyone who has fever and cough.
- Stay more than 1.5 metres from people wherever possible. Avoid close contact with others.
- In accordance with Federal guidelines, it is recommended you download the COVID Safe App on your phone to help control spreading of the virus

1.8 FURTHER RESOURCES

1.7 INTERNATIONAL TRAVEL

i) If you come into contact with someone who has travelled internationally

If you come into close contact with someone who has travelled internationally, you can continue to attend work unless Government guidance dictates otherwise.

We are utilizing the below resources to review and update COVID policies and procedures as updates occur;

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19> www.covid19.qld.gov.au www.worksafe.qld.gov.au

- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
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Definitions **Isolation** is when a person is found to have the condition and needs to stay away from others to protect the community from illness. **Quarantine** is where a well person who may be at risk of developing COVID-19 stays away from others to protect the community from illness in case they become sick with the disease.

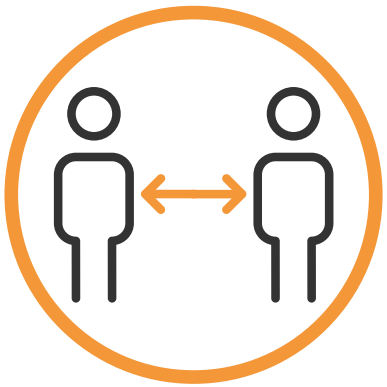
We may amend the COVID-19 Management Policy from time to time as more information becomes available and government guidelines and restrictions change. We shall notify all staff via Deputy when changes to this policy are made and may consult with staff where the company considers it appropriate



Unite against COVID-19



For your safety in our store, we are:



**enforcing
social
distancing**



**cleaning
our premises
regularly**



**limiting
customer numbers
in our store**

Thank you for your cooperation



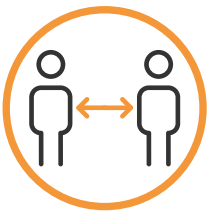
**Queensland
Government**



IMPORTANT INFORMATION FOR WORKPLACES

Every workplace has an important role to play in stopping the spread of COVID-19.

To help Queensland Unite Against COVID-19 there are three important steps you can take.



1. practice social distancing and good hygiene by:

- taking measures to ensure people remain 1.5 metres apart;
- ensuring each premises allows at least four square metres per person;
- where possible, providing hand sanitiser for use by customers; and
- not allowing more customers into the store than its size allows with the above limits, potentially with staff at the door to monitor numbers.



2. taking additional measures to ensure staff are protected:

- providing protective screens at registers;
- providing hand sanitiser for staff; and
- taking measures to enforce social distancing, such as floor markers and potentially additional security staff.



3. displaying clear and appropriate signage that, at a minimum:

- explains hygiene and social distancing requirements; and
- states how many people can safely be in a shop at any given time.

For more information on measures to limit the spread of COVID-19 you can visit www.safeworkaustralia.gov.au/covid-19-information-workplaces



ATTENTION ALL STAFF!



Be aware of the early signs and symptoms of COVID-19



Fever



Cough



Sore throat



Shortness of breath



If you experience any of these symptoms you need to stay home and contact your supervisor.

Cleaning & Disinfecting Checklist

The following tasks are to be completed and are in addition to Cleaning Record 8 from our Food Safety Plan.
Personal Protection Equipment (PPE) - Gloves and protective eyewear to be worn when mixing and applying.
The process includes cleaning then sanitising commonly touched and shared areas as listed below.

- Spray and wipe cleaning with 3 in 1 as per manufacturer's instructions
- Disinfectant spray and wipe as per manufacturer's instructions

Please initial for the Weekending ___/___/___ Location _____ (eg. Front Office)

Area or Surface to be cleaned am / pm	Monday	Tuesday	Wednesday	Thursday	Friday
Doorknobs and handles (all arears)	/	/	/	/	/
Light switches (all arears)	/	/	/	/	/
Sink taps and appliances (Kitchenhands)	/	/	/	/	/
Staffroom & Fridge (Kitchenhands)	/	/	/	/	/
Loading Dock fridges & rollerdoor (Drivers)	/	/	/	/	/
Delivery Vans (Drivers)	/	/	/	/	/

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