[Name] School P&C Uniform shop COVID Safety Plan

To prevent the spread of COVID the uniform shop is to comply with this COVID safety plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **What is needed?** | **How will you do this?** | **Timing** | **What supplies are needed?** | **þ** |
| **Health guidelines**  | check health guidelines for changes that may impact on business operations | monitor ACT health COVID-19 website and health guidelines for schools for changing advice (summarised [P&C Council COVID page](https://www.actparents.org.au/index.php/news1/item/443-covid)) | twice weekly | None. |  |
| **Staff and volunteers**  | Ensure minimal staff and volunteers on site |  | Ongoing  |  |  |
| **COVID safe measures**  | * **Face masks** preferred inside for all adults
* **Contactless operation preferred**
* **Booked appointments** for trying on
* **Exclude ill or unwell** people
* **Physical distancing**
* Hand sanitiser and hygiene
* Regular cleaning
 | * Signage and reminders
* Online sales
* Contactless (delivery to classroom for students, drop-off to home address, scheduled car-park pickup)
* **Collaborate with school – schedule booked appointments (inside & outside school hours)**
* Messages, reminders & signs for hygiene and 1,5 m distancing
* Ask people to attend appointments on time and wait outside until called in.
* Use a desk to separate staff & customers
* Provide sanitiser
* Clean all high touch surfaces regularly
 | Every day | * Advise school community e.g. newsletter etc
* [Business hub resources (signs)](https://www.act.gov.au/business/business-resources) unwell signs & symptoms, physical distancing, face masks, maximum occupancy, hygiene
 |  |

Last updated 10 May 2022