[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.

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|  | **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