

COVID-19 Safety Plan

Supporting a safe return to our workplaces



Transport
for NSW

COVIDSafe approach



Safety controls in our workplaces



Compliance with all safety guidelines



Work from home wherever possible

Principles for COVIDSafe workplaces

Safety	We will implement and review controls in an agile way to ensure the physical and mental health and wellbeing safety of all our people.
Consistency	We aim to provide a consistent experience across our workplaces. We align with the NSW whole of government approach and all health and safety regulations while providing for the unique attributes of each workplace.
Inclusion	We are focused on inclusion for all our people, not just those in an office. Our workplaces will be there to share as needs arise across the cluster.
Flexibility	We encourage and trust our people to work flexibly. Leaders manage working arrangements to make a positive difference for our customers and communities.
Collaboration	We will collaborate across the transport cluster and the government sector more broadly.
Consult	We will consult with our people and their representatives on the COVID-Safe return to workplaces approach.
Clarity	We provide clear and regular communication and guidance to our people to help them understand and adopt COVID-safe workplace guidelines
Sustainability	We will set the foundation for Transport's "new normal" and future ways of working

A day in the life in the workplace



Our workplaces

- Continue to work remotely wherever possible
- Essential teams given priority on return to the office
- Stay home if unwell
- There will be maximum capacity applied to sites and leaders will need to manage these within their teams – plan ahead
- Site usage will be monitored
- There will be an introduction of a COVIDSafe induction and registration procedure for days in the office
- Safe Work Australia guidelines and Public Health Orders will be complied with

Travelling to work

- Plan your trip in advance – using travel apps to find the quiet times
- Consider active transport
- If using public transport, avoid peak times if possible and adhere to guidelines – no dot, no spot.
- Allow plenty of time for delays in case of delays on public transport or congested roads.

Entering your workplace

- Sanitise your hands before entering the workplace/ going through security barriers
- Maintain physical distancing protocols when arriving at site
- Lift occupancy numbers will be restricted
- Prearranged visitor policy to complete a declaration form upon arrival

At your workplace

- There will be additional sanitiser stations and wipes provided within the workplace
- To comply with physical distancing use workstations as marked with sit here decals within ABW environments.
- In other workplaces adhere to new site capacities and maintain physical distancing.
- Wipe down your desk or work area before setting up for the day

Getting around

- Maintain physical distancing protocols when moving around the workspace including corridors, lifts, bathrooms etc.

A day in the life in the workplace (continued)



Looking after our wellbeing

- Focus on your wellbeing by remaining connected and checking in with your team
- Remember to treat each other with care, respect and consideration to keep everyone safe.
- Raise any concerns with your leader
- Ongoing Health and Well Being Support and resources to be provided to staff, including mental health webinars and leadership and resilience workshops

Meeting & Collaborating

- Encourage virtual meetings wherever possible or include a Microsoft Teams link to all meetings to allow remote attendance
- The capacity of meeting rooms will be reduced to maintain physical distancing (Outlook will be updated to advise of new capacities)
- If physically meeting people, try to meet outside or shorten the meeting where appropriate

Using the kitchen areas

- The capacity of kitchens/ breakout areas will be reduced to maintain physical distancing
- Excess chairs will be removed/stacked aside where possible to align with new capacities
- There will be additional cleaning in high touch areas
- Due to revised capacities it is okay if people need to eat at their desks
- Kitchens/ breakouts will be reserved for meals only rather than as secondary workspace

At the end of the day

- Wipe down your desk or workspace when you leave for the day.
- Observe physical distancing when leaving the workplace or waiting for lifts.

Travelling home

- Plan your trip in advance – using travel apps to find the quiet times
- People with after work obligations should factor this into their travelling time in case of delays

COVID-19 Safety Plan

- Safety plans developed for 131 TfNSW managed sites
- Comply with NSW Health and Safe Work Australia Guidelines
- Tailored to meet requirements of the worksites
- Plans address:
 - Wellbeing of staff and visitors
 - Physical distancing
 - Hygiene and cleaning
 - Record keeping

Safety Plans



Wellbeing of staff and visitors

- Tailored COVID-19 Safety plans
- Checklists



Signage

- Posters – Social distancing, hygiene
- Decals



Hygiene and cleaning

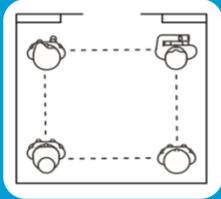
- Sanitisation stations – 280 distributed to Metropolitan and Regional sites
- Posters and decals
- Enhanced cleaning - 600+ hours per week



Record keeping

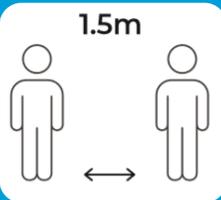
- Sine – contactless check in, contact tracing, in built COVID-19 toolkit - pilot roll out to multiple sites
- Checklist audit

Keep yourself safe – Stop the spread



Workspaces

- Comply with all signage including lift /meeting room capacity
- Maintain physical distancing
- Wash or sanitise your hands frequently



Activity Based Working (ABW)

- Wash your hands or use sanitiser before you start
- Wipe down the desk, keyboard, mouse and phone when you are done
- Maintain physical distancing around the office



Lunchroom etiquette

- Wash your hands or use sanitiser
- Keep your distance
- Clean up after yourself – wipe down tables or bench tops
- Wash kitchenware in hot water with detergent

Cleaning and sanitisation

Reinforce hygiene, sanitisation and behavioural signage in key areas:

- Entry points
- Lift lobbies
- Kitchens
- Bathrooms

Increased cleaning in high contact locations eg: lifts, lift lobbies, kitchens, bathrooms etc

Sanitiser to be provided in high contact locations (near front doors, lifts etc) and in other centralised locations.

Provide wipes to enable people to wipe down their workspaces before and after use.



Indicative images only

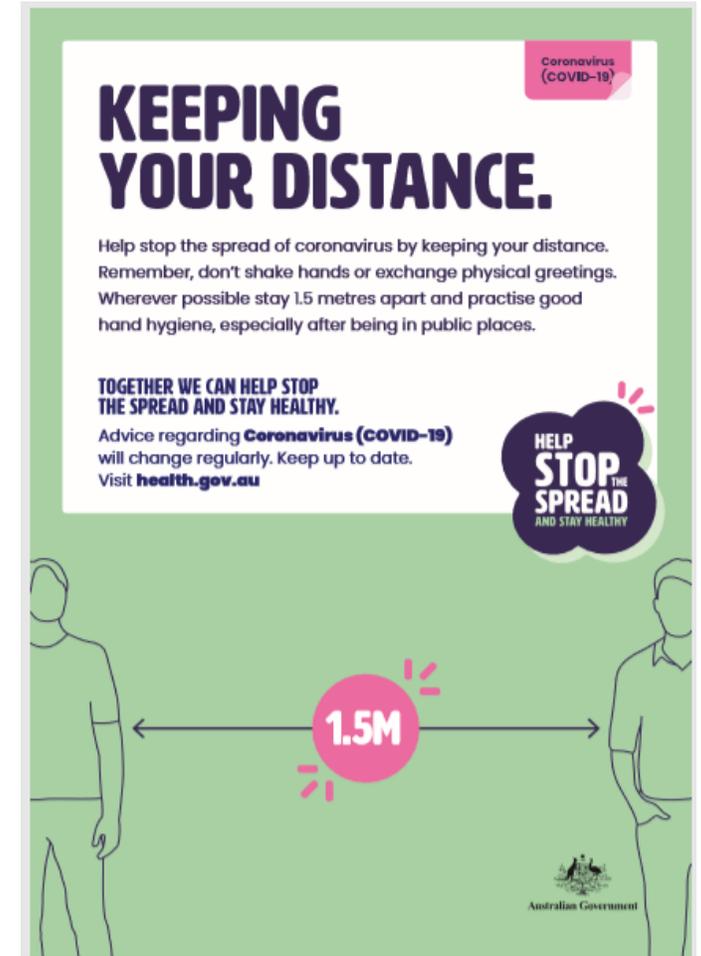


Keeping your distance in lift and lift waiting areas

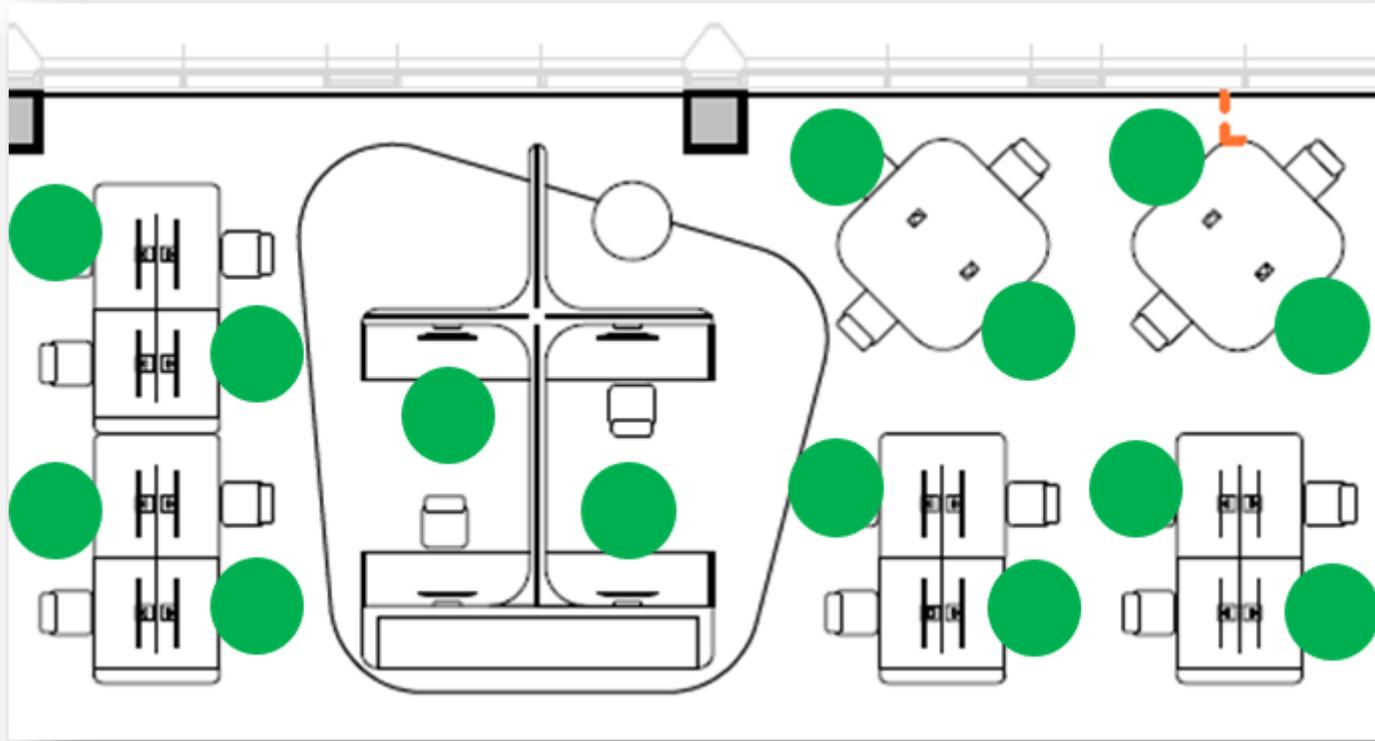
We ensure, as far as we reasonable can, that people maintain physical distancing in lifts and lift waiting areas.

To ensure lifts and lift waiting areas are COVID-19 safe:

- Hand sanitiser stations will be installed in all lift waiting areas.
- Keeping your distance signage will be displayed in all lift waiting areas.
- Increase the frequency of cleaning of all lifts and lift waiting areas during office hours.



Workstation area



ABW workstation layout

Decals to be installed to indicate the desks that can be used.

Within ABW workspaces desks will have decals applied to provide staggered work settings and to manage workplace capacities.

Within traditional workspaces where the desks are socially distanced, leaders will be provided guidance to manage capacity.



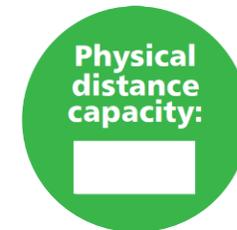
Meetings

Safe Meeting Guidelines:

- Encourage virtual meetings where possible
- Shorten meetings where possible
- Reduce the time of meeting invites to start / finish early, creating a break to the next booking
- If physically meeting people, try to meet outside where appropriate

Meeting Rooms

- Wipes to be provided in meeting rooms
- Capacity will be reduced (aligning to social distancing rules)
- Meeting Room capacities will be updated on Outlook
- Meeting room chairs to be stacked aside (where possible) to align with new room capacities.



Indicative decals to be applied to the outside of meeting rooms with new capacities.

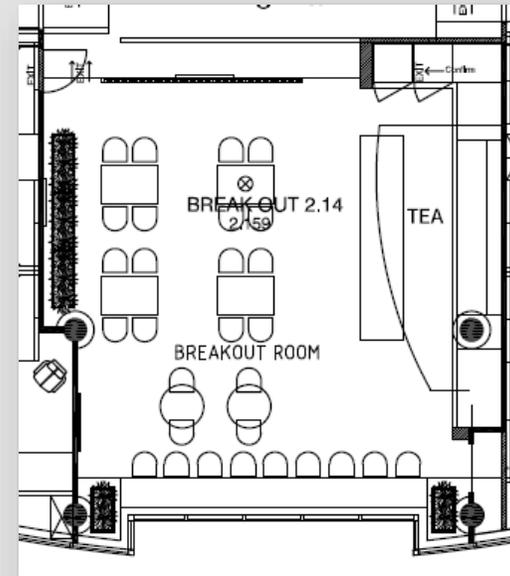
Kitchens / breakout / food and beverages



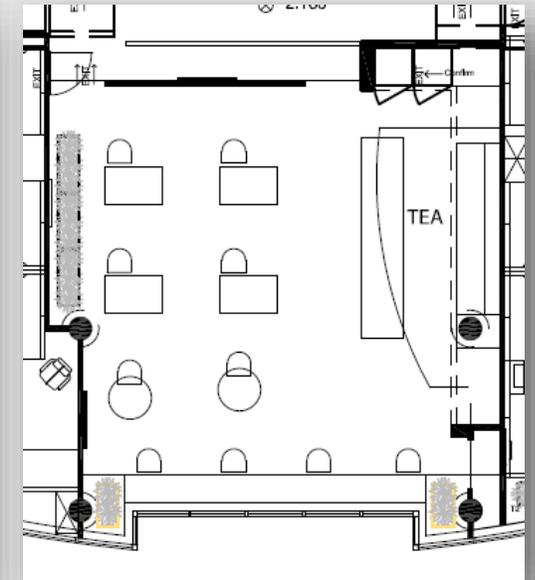
- Reduce capacity within kitchen / breakout areas
- Excess chairs will be removed / stacked aside
- Regular cleaning in high touch areas
- Covid safe signage for new capacity, reminder for social distancing and hand washing

Reduced capacity in kitchen:

Example: Elsie Street



29x people
Before restrictions



10x people
Socially distanced



Note: actual sites will vary depending on size and furniture available.

Access at the office – Sine system

To enable Covid contact tracing and management of site capacities the **Sine system** will be utilised.

Prior to returning to offices employees will be required to complete an induction that will include:

- Induction to the site
- Covid related material / questions*
 - Acknowledgement of understanding Covid-19 guidelines
 - Whether they are showing any Covid symptoms

Revalidate check in when attending site per day

**actual questions to be confirmed*

Further Details Next

To Be Completed By Contractor and Validated by AU Representative

114 Albert Road - Contractor Sign In Register

Maintain social distancing
Keep at least one metre between yourself and anyone who is coughing or sneezing to keep yourself safe.

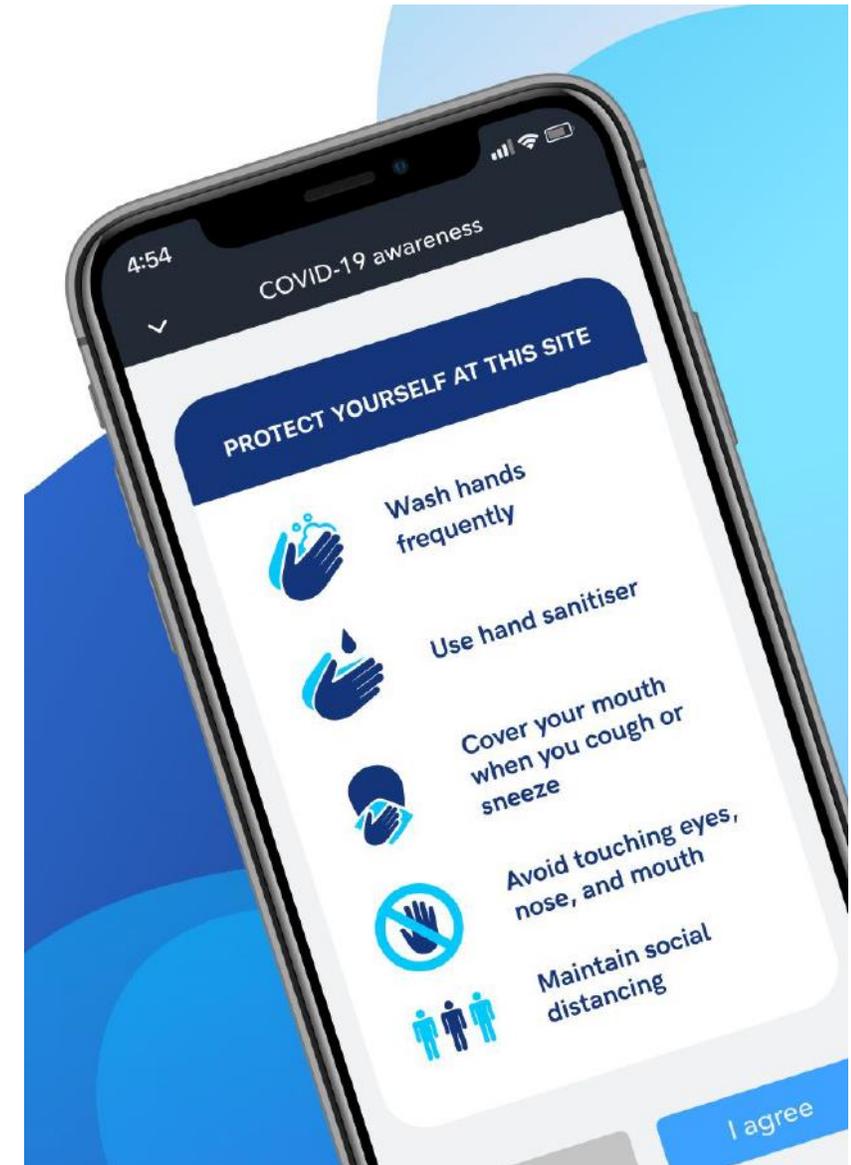
Please confirm you have read and understood the above COVID-19 guidelines? REQUIRED

No Yes

Have you travelled internationally in the last 14 days?

No Yes

If Yes, please list the countries you've visited



Indicative images only

Serraview

Purpose

- To provide workplace management and optimisation services
 - Reporting of site utilisation
- Enabling employees in the workplace with real time wayfinding services
 - Find an available space
 - Find where a colleague sits (laptop)
 - Locate a colleagues contact info
- Booking system to book individual desks and team bookings

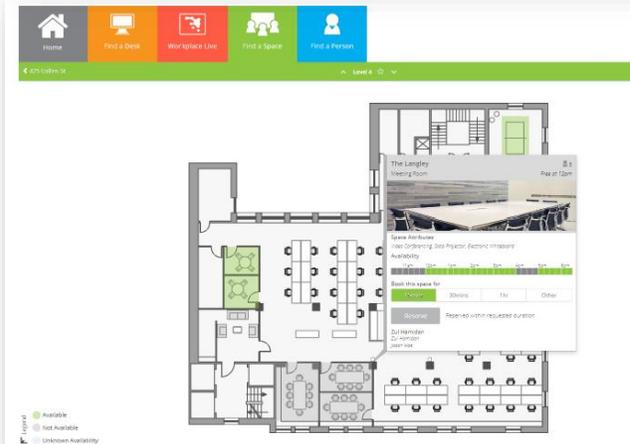


SV Live.

- **SVLive** uses Wired and Wi-Fi activity of company issued PC & Laptops for advanced reporting and smart employee enablement solutions like Serraview Engage.
- **SVLive** allows businesses to gather actionable Utilisation Data without the additional hardware cost associate with Sensors or Beacons.



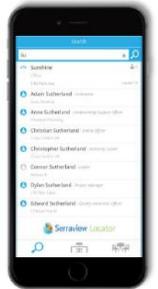
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Find available space



Find where a colleague sits



Locate a colleague's contact information