

Member for Shortland

COVID-19 Safety Plan

OBJECTIVE

The global pandemic has had an unprecedented impact on our economic and social circumstances. The disruptive effect of the pandemic is more acutely felt by the most vulnerable in our community; the elderly, those who are immune-compromised, and those in insecure and low-paid work who cannot afford to self-isolate.

The objective of this plan is to ensure that the Member for Shortland can resume some of his functions by meeting with constituents in person, in a location outside of the electorate office, whilst ensuring that those most impacted by this pandemic are not compromised.

This Safety Plan applies to all Shortland electorate office public activities organised by the electorate office.

These control measures have been developed in accordance with the Public Health (COVID-19 Gatherings and Movement) Order (No 4) 2020.

General information about what is permitted and not permitted under the NSW Health Orders can be found here: <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

BACKGROUND

Coronavirus disease (COVID-19) is an infectious and potentially fatal disease that is caused by a newly discovered form of coronavirus. The common symptoms of COVID-19 may include:

- fever
- coughing
- sore throat
- fatigue (tiredness), and
- difficulty breathing or shortness of breath.

The latest public health order from the NSW may enable a resumption of some meetings on the basis that the below COVID-19 prevention requirements are observed. However, recent outbreaks of active COVID 19 clusters and rise in community transmission cases requires a diligent and cautious approach to be taken to the conduct of such meetings.

Meeting Venues

It is imperative that all staff, constituents and guests follow all COVID-19 related and other relevant directions and guidance from the venues at which meetings are taking place.

General Wellbeing

Electorate staff must communicate the following to visitors prior to the commencement of the meeting with the MP. This information will also be included on all correspondence to the constituent:

- **Constituents should only participate in meetings with the MP if they are feeling well and have no respiratory or COVID-19 symptoms.**
- Constituents (and any other persons) are not able to attend the meeting if they fall within the following categories:
 - have COVID-19 key symptoms which are:
 - Fever
 - Coughing
 - A sore throat
 - Fatigue
 - Shortness of breath
 - have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested)
 - have been tested for COVID-19 and are awaiting the results of that test

Constituents and other persons who are at higher risk of severe COVID-19 illness should consider their attendance on a case by case basis. This includes people who -

- are Aboriginal and Torres Strait Islander, 50 years and older with one or more chronic medical conditions
- are 65 years and older with one or more chronic medical conditions
- are 70 years and older
- have a compromised immune system.

Persons who have been isolated after having tested positive for COVID-19 are only permitted to participate in a face to face meeting when they have fully recovered and have met the criteria for clearance from isolation by a public health authority or the person's treating clinician.

Physical Distancing

- Ensure the layout of meeting places allows for physical distancing of at least 4 square metres per person.
- Meeting participants should maintain a 1.5 metre physical distance where practical.

Hygiene and Cleaning

- Face masks are recommended but not mandatory
- Clean and disinfect all surfaces between meetings
- Provide hand sanitiser
- All meeting participants and visitors should wash hands with soap and running water or an alcohol-based hand sanitiser when they arrive at the meeting, and again after touching any shared surfaces.
- People should bring their own pen/pencil and limit sharing items or equipment with others.

Record Keeping

- All meeting attendees and visitors must register their contact details at the time of the meeting, including names, contact number, email address and the location of the meeting. This register will support contact tracing if required.
- A 'Proposed Meeting Requirement' checklist will be completed prior to all external meetings.

REVIEW MECHANISM

The Shortland electorate office will continue to monitor developments in relation to COVID-19 and any changes to Public Health Orders and restrictions and make any necessary changes to the Safety Plan.

PROPOSED MEETING REQUIREMENTS

The following checklist will be completed prior to any external MP meeting to ensure appropriate steps are being taken in line with this Safety Plan.

A copy of the completed checklist will be available to constituents on request.

EXTERNAL MEETING LOCATION DETAILS:

Type of Meeting	
Time, Date and Venue of meeting:	
Venue Contact Name:	
Venue Contact Details:	
Plan Completed by:	
Date:	

COVID-19 CONTROL PLAN CHECKLIST:

VENUE	
Is the proposed venue registered with the NSW Government as COVID-Safe?	
Have you been in contact with the venue about any specific requirements and directions? Please provide a copy of the venue's directions/requirements.	

COVID-19 CONTROL PLAN CHECKLIST CONTINUED

	Describe what you will do	Who is responsible (e.g venue, electorate office)
PHYSICAL DISTANCING		
How will you comply with physical distancing requirements, including the meeting layout allowing for 1 person per 4 square metres and people maintaining 1.5 m physical distance where practical?	•	•
GENERAL WELLBEING		
What steps will be undertaken to ensure constituents/guests who are unwell are not in attendance		
HYGIENE AND CLEANING		
How will you and/or the venue comply with hygiene and cleaning requirements?	•	
RECORD KEEPING		
What steps will be taken to support contact tracing if necessary – including record keeping.		