



## Safety and Prevention Plan

This doc is designed after consultation between management and staff and adhered to guidelines set out on the governments National COVID-19 Coordination Commission

- **Office** Ensure all surfaces (desks, keyboards, etc.) are cleaned and disinfected at least daily or every time staff change shifts. Other areas include telephones, photo copier, door handles, light switches, toilets, taps, kitchen surfaces and cupboard handles.
- **Bookings** All Passengers are encouraged to book online or phone and avoid unnecessary contact with our office. In the event passengers are required to visit our office social distancing guidelines must be strictly adhered to and seating arrange to ensure a minimum of 1.5 between each visitor and staff with a max of 2 visitors in our office at any one time. Part of our passenger pre booking conditions will include a COVID-19 declaration and please see attached copy of the declaration.
- **On tour Practices** Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.
- Frequently touched surfaces including counters, handrails, doors, seats and arm rest, are regularly cleaned.
- Customers are requested to only touch items they are interested in purchasing.
- Physical distancing – it is impractical to physically distance on our vehicle however best practise to ensure physical distancing whilst off vehicle is adhered too.
- Group sizes all groups we be kept to a maximum size of 20 passengers plus crew to be revised periodically
- Meal breaks ensure social distancing is practise limited number of guests to refreshment stations
- Alcohol based hand sanitiser is provided at all work stations and on entry to the coach
- Posters on hand washing are prominent in vehicles and hand washing facilities are available in the bathrooms.
- Passengers are encouraged to also bring their own personal sanitizer.
- All operational staff includes: office staff and drivers are to be trained to ensure best practice hygiene and cleaning standards.
- All drivers will be asked to either download the Covid Safe App and or carry a company supplied phone with Covid Safe App and to ensure App is live at all times.
- Passengers will be encouraged to also download the Covid Safe App
- All suppliers to ensure Covid Safe work practices including hygiene and cleaning.
- Seating Our vehicles are fitted with High back touring seats ensuring a natural barrier between guest in the event of sneezing or coughing.
- The first row of seats behind the driver will remain vacant minimizing risk of spread of Covid. Under no circumstances are passengers allowed to occupy these seats

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