

Tweed Shire Council

COVIDSafe Plan V9

As of 15 September 2021

THIS PAGE IS BLANK

CONTENTS

1	Australian and NSW Government Requirements	1
1.1	National Plan	1
1.2	NSW Government Implementing Legislation	1
1.3	NSW Roadmap to Freedom	1
2	Roadmap to a COVIDSafe Council	3
3	TSC COVID-19 risk register	3
4	SafeWork Australia Workplace Guidelines	7
5	Other Resources	7
6	Safety Measures for Services	8
7	Signage and Resources for Services	9
7.1	Australian Government COVID-19 Campaign Resources	9
7.2	Council prepared/branded signage	9
8	Approved COVIDSafe Sub-Plans	9
8.1	Tweed Holiday Parks, dated 31 August 2021, Hastings Point Headland dated 31 December 2021 and Contractor Declaration	9
8.2	Council Operated Community Centres & Meeting Spaces (Facilities), dated 9 September 2021	9
8.3	Committee Managed TSC Community Halls, dated 16 September 2021 and Fillable Form updated 7 December 2020	9
8.4	Auditoria, dated 15 September 2021	9
8.5	Brett St Café, dated 9 September 2021	9
8.6	Starting Block Café, dated 16 September 2021	9
8.7	Tweed Regional Museums – Tweed Heads & Murwillumbah, dated 14 September 2021	9
8.8	Tweed Regional Gallery & Margaret Olley Art Centre, dated 16 September 2021	9
8.9	Tweed Regional Aquatic Centres, dated 15 September 2021	9
8.10	COVID-19 Guidelines for Attending, Delivering or Sponsoring Events, dated 2 August 2021	9
9	Annexures	10
9.1	Artwork	10

THIS PAGE IS BLANK

1 Australian and NSW Government Requirements

1.1 National Plan

- ✓ [National Plan to transition Australia's National COVID-19 Response](#)
- ✓ [Doherty Report](#)

1.2 NSW Government Implementing Legislation

- ✓ [COVID-19 Legislation and exemptions](#)

1.3 NSW Roadmap to Freedom

- ✓ [Roadmap to Freedom](#)

2 Roadmap to a COVIDSafe Council

Council has developed a CovidSafe Plan and sub-plans, in response to the requirements under NSW Public Health Orders. The CovidSafe Plan details how Council will manage and respond to the risks of COVID-19, as the NSW Government pursues policies including state-wide vaccination targets that facilitate a re-opening of the economy.

While the vaccination targets provide the state-wide rationale for easing of restrictions, the CovidSafe Plan, individual sub-plans, and risk register identify and respond to continuing risks for Council staff and the community within the LGA.

There are currently three classifications of COVID-19 restrictions for all Local Government Areas (LGAs) identified by the NSW Government under the [Public Health \(COVID-19 Additional Restrictions for Delta Outbreak\) Order \(No 2\) 2021](#):

- a general area.
- a stay-at-home area.
- an area of concern.

While these definitions will likely change in scope as vaccination targets are reached, CovidSafe Plans and risk mitigation strategies for many Council operations will need to remain in place for some time. Under each scenario, Council will implement public health measures across business areas to mitigate risks associated with COVID-19, detailed below in the Covid-19 Risk Register.

3 TSC COVID-19 risk register

Location: TSC workplaces and, indoor and outdoor public places

Date: 16/04/2021

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place? (Common controls across all services)	Are further controls required? (Specific additional controls – service specific)	Actioned by	Date Due
COVID-19 from customers who are infected (indoor space)	Staff or other customers catching COVID-19 (could result in serious illness or death).	<p>Unlikely, there have been no unlinked community transmission cases locally.</p> <p>However, as restrictions on movement across the State are lifted, there is an increasing likelihood Covid-19 cases may occur locally.</p> <p>Critical controls are rated as Effective or Mostly Effective.</p>	<p>Medium,</p> <p>The risk of Covid-19 circulating in the community will be mitigated to some extent by reaching state vaccination targets which will help reduce health impacts</p>	<p>At All Times</p> <p>Well being of staff and visitors</p> <p>Visitors and customers are excluded from any worksite if unwell.</p> <p>Visitors and customers are excluded from any worksite if from an identified hotspot area and/or any necessary travel permits are required to be provided.</p> <p>COVIDSafe Training required for ALL staff, contractors and volunteers prior to reopening any service. Records of attendance and training material delivered to be returned to Council's HR Unit.</p> <p>Compliance with TSC COVID-19 Guidelines for Attending, Delivering or Sponsoring Events</p> <p>Signage at all public entrances advising of COVID-19 symptoms and advising not to enter if experiencing any symptoms.</p> <p>Workplace "COVID Captains" have been trained and appointed.</p> <p>Application for use of community spaces and places must be accompanied by a COVID-19 safety plan where required under any relevant NSW Public Health Order.</p> <p>NSW State COVID-19 vaccination program actively supported within the workplace. Leave arrangements to attend vaccination clinic in place as is any one visit to GP to discuss concerns.</p> <p>Hygiene & Cleaning</p> <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Staff have been provided cleaning products to maintain work areas.</p> <p>Frequently touched surfaces including counters, lifts, handrails, doors, cashier's till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Electronic "approved-invoice" process maintained.</p> <p>Signage on hand washing and physical distancing requirements are prominent in public areas and hand washing facilities are available in the bathrooms. Introduction of Hands free automatic sensor taps.</p> <p>Alcohol based hand sanitiser is provided at all staff accessible/public area entry points/public meeting rooms and on entry to the shop/front of house (out of reach of children).</p> <p>Meeting rooms have been provided cleaning products and instructions for participants.</p> <p>Physical Distancing</p> <p>Floors have markings to keep workers and customers at least 1.5m apart from each other. Persons per square metre signage are placed around the enclosed space/entry points advising of current Public Health Order requirements.</p> <p>Entry and exist access at public entrances at Council facilities, including operations depots, are controlled to support physical distancing.</p> <p>Public meeting rooms have been provided with instructions for participants inclusive of maximum occupancy rates and preferred seating arrangements as per physical distancing requirements.</p>	<p><u>Tweed Holiday Parks:</u></p> <p>Operate under approved TSC COVIDSafe Subplan THP Dated 31 August and Hastings Point Headlands Subplan Dated 31 August</p> <p><u>TSC Committee Managed Community Halls:</u></p> <ul style="list-style-type: none"> Operate under approved TSC COVIDSafe Subplan dated 15 September 2021 Community Hall Hire and Conditions Application Form 7 December 2020 <p><u>TSC Operated Community Centres & Meeting Spaces (Facilities):</u></p> <p>Operate under approved TSC COVIDSafe Subplan dated 9 September 2021</p> <p>Brett Street Café - Operate under approved TSC COVIDSafe Subplan dated 9 September 2021</p> <p><u>TSC Auditoria:</u></p> <p>Operate under Approved TSC COVIDSafe Subplan dated 15 Sept 2021</p> <p><u>Indoor/Outdoor Swimming Pool Facilities:</u></p> <p>Starting Block Café - Operate under approved TSC COVIDSafe Subplan dated 9 September 2021</p> <p>Operate under approved TSC COVIDSafe Subplan Dated 15 September</p> <p><u>The Chapel (Funeral Services/Memorial):</u></p> <p>Any Hirer of the "Chapel" facility is required to submit a COVID-19 safety plan as per the NSW Public Health Orders</p> <p><u>Tweed Regional Gallery & Margaret Olley Art Centre:</u></p> <p>Operated under approved TSC COVIDSafe Subplan dated 15 September 2021</p> <p><u>Tweed Regional Museums:</u></p> <p>Operated under approved TSC COVIDSafe Subplans (Murwillumbah & Tweed Heads) dated 14 September 2021</p>	<p>Swimming Pools, Starting Block Café & Funerals – MPAC</p> <p>Galleries – Co-ordinator Tweed Regional Galleries</p> <p>Brett St Café, Council Operated Spaces and Places, Auditoria – MC&CS</p> <p>Caravan Parks – Co-ordinator THP</p> <p>Committee Managed Community Halls – MC&CS</p> <p>JUNKtion (tip shop) – Co-ordinator Resource Recovery</p> <p>Contact Centres – MC&CE</p> <p>Museums – MC&CS</p> <p>WH&S – MHR</p>	<p>Prior to Implementing Service Changes, or Approved COVID-19 safety subplan</p>

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place? (Common controls across all services)	Are further controls required? (Specific additional controls – service specific)	Actioned by	Date Due
				<p>Sharing of equipment etc is to be avoided. Alternatively shared equipment is to be wiped down with cleaning/sanitising products provided.</p> <p>Customers are kept back from counters to ensure 1.5m between counter staff and customer and/or screening in place. Alternatively install Perspex screens at high contact areas.</p> <p>Signage for all lifts to reflect maximum occupancy and physical distancing requirements. Mandatory mask wearing provisions are complied with.</p> <p>Record Keeping</p> <p>Contact details of all visitors to worksites/facilities are maintained for a minimum of 4 weeks. Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify Safework NSW on 13 10 50.</p> <p>Utilise Service NSW QR Codes where possible, and mandatory where stipulated under any NSW Public Health Order. All manual records are entered into ECM with disposal rules set by Corporate Governance.</p>			
COVID-19 from community transmission who are infected (outdoor space/public place)	Community to community transmission of COVID-19 (could result in serious illness or death).	Unlikely, there have been no unlinked community transmission cases locally and Critical controls are rated as Effective or Mostly Effective. However, as restrictions on movement across the State are lifted, there is an increasing likelihood Covid-19 cases may occur locally.	Medium, the risk of Covid-19 circulating in the community will be mitigated to some extent by reaching state vaccination targets which will help reduce health impacts	<p>At All Times</p> <p>Well being of staff and visitors</p> <p>Application for use of public spaces and places must be accompanied by a COVID-19 safety plan where required under any relevant NSW Public Health Order.</p> <p>Hygiene & Cleaning</p> <p>Handwashing – signage installed to advise of the need to wash/sanitise hands before and after use of any outdoor exercise, public bbqs and play equipment.</p> <p>Physical Distancing</p> <p>Signage installed to remind community of physical distancing requirements and maximum of number of persons, at any one time, at all unsupervised outdoor playgrounds, exercise equipment stations, skate parks and public bbqs.</p> <p>Where the use of permanent placement of equipment does not comply with physical distancing restrictions, close.</p> <p>Mandatory mask wearing provisions are complied with.</p>	<p><u>Indoor/Outdoor Swimming Pool Facilities:</u></p> <p>Starting Block Café - Operate under approved TSC COVIDSafe Subplan dated 9 September 2021</p> <p>Operate under approved TSC COVIDSafe Subplan Dated 15 September</p>	Outdoor Community Spaces – MPAC	Prior to Implementing Service Changes, or Approved COVID-19 safety subplan
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	<p>Unlikely, there have been no unlinked community transmission cases locally.</p> <p>However, as restrictions on movement across the State are lifted, there is an increasing likelihood Covid-19 cases may occur locally.</p> <p>Critical controls are rated as Effective or Mostly Effective.</p>	Medium, the risk of Covid-19 circulating in the community will be mitigated to some extent by reaching state vaccination targets which will help reduce health impacts	<p>At All Times</p> <p>Well being of staff and visitors</p> <p>Staff, visitors and customers are excluded from any worksite if unwell.</p> <p>Visitors and customers are excluded from any worksite if from an identified hotspot area.</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. Staff have been made aware of their leave entitlements.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention along with the introduction of a COVID-19 employee hotline.</p> <p>Staff must have a negative COVID-19 test to return to work where required in accordance with NSW Health directives.</p> <p>NSW State COVID-19 vaccination program actively supported within the workplace. Leave arrangements to attend vaccination clinic in place as is any one visit to GP to discuss concerns.</p> <p>COVIDSafe Training required for ALL staff, contractors and volunteers prior to reopening any service. Records of attendance and training material delivered to be returned to Council's HR Unit.</p> <p>COVIDSafe Training Commitment to be completed by all relevant Manager/Coordinator prior to staff attending compliance-based training where required by HR Unit</p>	<p><u>Driver Training – Truck Licenses:</u></p> <ul style="list-style-type: none"> Truck interior will be wiped down before start of each training Temperature check and health enquiry participants Appropriate PPE Windows wound down Individual stationary 1.5m physical distancing where possible 	WH&S – MHR	

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place? (Common controls across all services)	Are further controls required? (Specific additional controls – service specific)	Actioned by	Date Due
				<p>Flu Vaccination Program available.</p> <p>Face to face meetings/training/toolbox talks/specific gatherings such as BBQs, record of attendance shall be kept (minutes or attendance sheet).</p> <p>Training guideline must be reviewed as part of decision process.</p> <p>Maintenance of virtual meeting platforms for staff meetings.</p> <p>Break times are staggered to minimise the number of staff using break room at one time.</p> <p>Water and wastewater electronics technicians are required to wear face masks for identified activities as per WHS assessment.</p> <p>Compliance with TSC COVID-19 Guidelines for Attending, Delivering or Sponsoring Events</p> <p>Workplace “COVID Captains” have been trained and appointed.</p> <p>Sharing of equipment etc is to be avoided. Alternatively shared equipment is to be wiped down with cleaning/sanitising products provided</p> <p>Hygiene & Cleaning</p> <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Staff have been provided cleaning products to maintain work areas.</p> <p>Frequently touched surfaces including counters, lifts, handrails, doors, shared vehicles, cashiers till, phones, keyboards and EFTPOS facilities are regularly cleaned and person responsible nominated.</p> <p>Electronic “approved-invoice” process maintained.</p> <p>Signage on hand washing and physical distancing requirements are prominent in public areas and hand washing facilities are available in the bathrooms. Introduction of Hands free automatic sensor taps.</p> <p>Alcohol based hand sanitiser is provided at all staff accessible/public area entry points/public meeting rooms and on entry to the shop/front of house (out of reach of children).</p> <p>Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are displayed on appropriate use.</p> <p>Alcohol based hand sanitiser and/or hand washing facilities are provided on field based council work vehicles.</p> <p>Meeting rooms have been provided cleaning products and instructions for participants.</p> <p>Non-security internal doors remain disengaged and open.</p> <p>Hot desking is minimised – where not feasible workspaces are cleaned with detergent/disinfectant between uses.</p> <p>Mask wearing as per PHO</p> <p>Physical Distancing</p> <p>Flexible Work From Home arrangements and virtual meeting arrangements maintained.</p> <p>Workers are at least 1.5m apart from each other with no more than 1 person/2sqm within an enclosed space/office/depot area.</p> <p>Appointment and training of “COVID Captains” to assist in workplace compliance in staff common areas.</p> <p>Any field staff crew is to avoid co-mingling with other field staff crews and gathering generally at commencement and end of work day while awaiting transport to work site or leaving depot respectively.</p> <p>Signage on physical distancing requirements are prominent in public areas.</p> <p>Meeting rooms have been provided with instructions for participants inclusive of maximum occupancy rates and preferred seating arrangements as per physical distancing requirements.</p> <p>Signage for all lifts to reflect maximum occupancy and physical distancing requirements.</p>			

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place? (Common controls across all services)	Are further controls required? (Specific additional controls – service specific)	Actioned by	Date Due
				<p>Staff to have minimal contact with delivery drivers, where possible, most paperwork to be completed electronically.</p> <p>Mandatory mask wearing provisions are complied with.</p> <p>Use of Vehicles –</p> <ol style="list-style-type: none"> (1) All vehicles are to be maintained with adequate stocks of hand sanitiser/hand washing equipment. (2) Face masks for regular field-based work crews, will be available upon request. Staff will be responsible for their ongoing cleaning and maintenance, once issued. (3) Wearing of face masks in all circumstances is optional. (4) Vehicles shall be kept tidy and frequently touched surfaces cleaned regularly. <p>Record Keeping Contact details of all visitors to Council worksites/facilities are maintained for a minimum of 4 weeks. Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify Safework NSW on 13 10 50. Utilise Service NSW QR Codes where possible, and mandatory where stipulated under any NSW Public Health Order. All manual records are entered into ECM with disposal rules set by Corporate Governance</p>			
COVID-19 from contractors and suppliers who are infected	Staff catching COVID-19 (could result in serious illness or death).	<p>Unlikely, there have been no unlinked community transmission cases locally.</p> <p>However, as restrictions on movement across the State are lifted, there is an increasing likelihood Covid-19 cases may occur locally.</p> <p>Critical controls are rated as Effective or Mostly Effective.</p>	Medium, the risk of Covid circulating in the community will be mitigated to some extent by reaching state vaccination targets which will help reduce health impacts	<p>At All Times Well being of staff and contractors/suppliers Contractors and suppliers are excluded from any worksite if unwell. COVIDSafe Training required for ALL staff, contractors and volunteers prior to reopening any service. Records of attendance and training material delivered to be returned to Council's HR Unit. Contractors are excluded from any worksite if from an identified hotspot area and/or any necessary travel permits are required to be provided.</p> <p>Hygiene & Cleaning Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities. Frequently touched surfaces have all been identified for regular cleaning, cleaning schedule provided and person responsible nominated. Staff have been provided cleaning products to maintain work areas. Staff have been briefed to minimise contact with delivery drivers. Delivery docket paperwork is still received in hardcopy but good hygiene practices and PPE are used when handling. Dockets are scanned rather than hardcopies being sent to the office.</p> <p>Physical Distancing Staff have been reminded of distancing requirements (which includes contractors and suppliers). Casual staff are required to drive on their own vehicles or follow isolation requirements as per for TSC staff. Where supplier/contractor meetings are required, they are held over the phone/video if possible and information sent by email where possible. Mandatory mask wearing provisions are complied with.</p> <p>Record Keeping Contact details of all visitors to worksites/facilities are maintained for a minimum of 4 weeks. Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify Safework NSW on 13 10 50.</p>			

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place? (Common controls across all services)	Are further controls required? (Specific additional controls – service specific)	Actioned by	Date Due
				Utilise Service NSW QR Codes where possible, and mandatory where stipulated under any NSW Public Health Order. All manual records are entered into ECM with disposal rules set by Corporate Governance			
Fatigue from working longer hours to meet high demand	Injury to staff or others from fatigue related accidents or illness resulting from fatigue.	Rare, few reported incidents over past 12 months	Low, monitor practices in place to assist staff to manage worker fatigue	At All Times Supervisors to monitor hours of work by staff. Staff are encouraged to take RDO's and A/L if necessary. Regular check-in sessions conducted by supervisors to ascertain after work hours. Ensure breaks are provided. Splinter Award implemented to assist with managing staff during COVID19.	Process for staff to be temporarily redeployed to areas of high demand.	CMCon	Ongoing
Customer /community aggression	Physical or psychological injury to staff.	Rare, critical controls are rated as Effective or Mostly Effective	Low, there have been no recent increased reports of aggressive behaviour towards staff	At All Times Promote positive interactions with members of public. Display customer service charter. There is a counter to physically separate staff. Staff are aware of escalation and de-escalation cycles through training. Processes are in place to deal with difficult customers/community members. Debrief sessions with team. Staff have access to psychological support through an EAP. Incident reporting processes in place.	Update unreasonable customer conduct flow chart and factsheet identifying aggression escalation Provide small refresher on managing unreasonable customer aggression. Develop site specific processes if required.	MC&CE	1 June 2020
Persistent use of hand sanitiser	Dermatitis	Rare, many staff will not have used hand sanitiser regularly before	Low, some effected individuals may need to seek medical treatment.	At All Times Staff are encouraged to wash hands with soap and water for 20 seconds where possible as an alternative to hand sanitiser in non-medical situations Remind staff, that if they have a history of dermatitis or allergy to alcohol to seek medical advice.			
Lifting of COVID-19 restrictions	Increased anxiety felt by staff that may be uncomfortable with the lifting of restrictions	Unlikely, staff communications /updates are frequent and comprehensive	Low, ongoing monitoring indicates positive staff feedback.	At All Times Staff have access to psychological support through an EAP. Weekly Staff Update to maintain open communications with all staff. COVIDSafe Training required for ALL staff, contractors and volunteers prior to reopening any service. Records of attendance and training material delivered to be returned to Council's HR Unit. EAP webinars available Workplace chaplain will be available to support staff			
Collecting personal information	Breach of records management requirements	Unlikely, requirements have been communicated and controls rated as Effective.	Low, admission is refused unless information is forthcoming.	At All Times Utilise Service NSW QR Codes where possible, and mandatory where stipulated under any NSW Public Health Order All records to be registered into ECM. All personal information collected as per Public Health Order requirements must include the statement: <i>Some information you are requested to provide by Council constitutes personal information or health information under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of Council collecting, using or if necessary disclosing information to a related agency, is to implement Council's authorisation under the Public Health Order (COVID-19 Restrictions on Gathering and Movement) Order (No 2) 2020 [NSW] (as amended from time to time or any other applicable Public Health Order) to protect the health or welfare of members of the public during the COVID-19 pandemic. Council will also collect, use and store the information for the purpose of facilitating your booking. Council will store this information in Council's records management system. Failure to provide the information will result in an invalid booking. If you wish to access your personal information contact Council on 0266702400.</i>			

4 SafeWork Australia Workplace Guidelines

The Australian Government, through [SafeWork Australia](#) have released a range of safety protocols to guide businesses out of the COVID-19 pandemic. Unfortunately Local Government is not specified as a particular category – however here is a list of related industries for our workplaces. A full list is available at the link in Other Resources.

You can also use these checklists and resources from [Safework Australia](#) to guide you:

- [Checklist: Physical Distancing](#)
- [Checklist: Health, hygiene and facilities checklist](#)
- [Checklist: Keeping workers safe in the workplace](#)
- [Checklist: Cleaning](#)
- [What are the main types of face masks and who should use them?](#)
- [COVID-19 Resource Kit](#)

5 Other Resources

- [NSW Government COVID-19](#)
- [Office of Local Government – Information and Resources – COVID-19](#)
- [NSW Food Authority – Food Businesses and COVID-19](#)
- [State Library NSW Public Library Services](#)
- [Create NSW](#)
- [COVID safety plan templates for businesses](#)

6 Safety Measures for Services

Please identify what safety measures need to be in place for your service as we emerge from the COVID-19 Pandemic. This list is provided as a prompt only, please add other requirements specific to your service and liaise with WHS as required.

Service:		
Location:	<i>Please specify locations for placement of safety measures</i>	
Date:		
Safety Measures	For Customers/ Public (insert quantity)	For Employees (insert quantity)
PHYSICAL DISTANCING MEASURES		
Floor Decals for waiting / queuing (<i>SignShop</i>)		
Floor Decals explaining 1.5m distance (<i>SignShop</i>)		
People Capacity Restrictions + need a people counter device		
Seating or layout changes to accommodate 1 person per 2sqm and a minimum of 1.5m from each other.		
Temporary Barriers (<i>Stores</i>)		
Temporary Signage / Posters (<i>Comms</i>)		
Staff Badges / Stickers – respect my 1.5m (<i>Comms</i>)		
HEALTH AND HYGIENE		
Acrylic Protector Screens for Counters (<i>SignShop</i>)		
Hand sanitiser stations (<i>Stores</i>) + signage (<i>Comms</i>)		
Cleaning Frequency per day (<i>Cleaners</i>)		
Additional cleaning of surfaces / shared resources (<i>Cleaners</i>)		
Additional stock of cleaning products (<i>Cleaners or Stores</i>)		
Stocks of single use / keep pens for customers (<i>Stationery Order or Comms</i>)		
Face Masks (<i>Stores</i>)		
Gloves (<i>Stores</i>)		
SIGNAGE		
Open - temporary changes (<i>Comms artwork</i>)		
Open – with safety measures in place (<i>Comms artwork</i>)		
Open - with Capacity Restrictions (<i>Comms artwork</i>)		
Thank You – Together Tweed options		

****Note:** All signage can be customised, please liaise with the Communications Team for any artwork and specific requirements and the signshop will provide all internal signage requirements. **

(*Comms*) = please liaise with your Communication Officer to arrange any customised artwork or order for Signshop to print.

(*Cleaners*) = please contact Chris Gray for additional cleaning request or supplies.

(*Signshop*) = please contact Gary Hall at the Signshop to arrange any signage or acrylic screen requirements.

(*Stores*) = please call Dylan McFarlane at Stores for orders of essential supplies or other PPE.

7 Signage and Resources for Services

7.1 Australian Government COVID-19 Campaign Resources

7.2 Council prepared/branded signage

(Can be adapted for your service or brand needs, please liaise through your Communications Officer for any requests).

Artwork shown here is concept only and provided as an example. All printing and signage costs require a Job Number, artwork development does not.

Refer to Annexure 1

8 Approved COVIDSafe Sub-Plans

8.1 Tweed Holiday Parks, dated 31 August 2021, Hastings Point Headland, dated 31 December 2021 and Contractor Declaration

8.2 Council Operated Community Centres & Meeting Spaces (Facilities), dated 9 September 2021

8.3 Committee Managed TSC Community Halls, dated 16 September 2021 and Fillable Form updated 7 December 2020

8.4 Auditoria, dated 15 September 2021

8.5 Brett St Café, dated 9 September 2021

8.6 Starting Block Café, dated 16 September 2021

8.7 Tweed Regional Museums – Tweed Heads & Murwillumbah, dated 14 September 2021

8.8 Tweed Regional Gallery & Margaret Olley Art Centre, dated 16 September 2021

8.9 Tweed Regional Aquatic Centres, dated 15 September 2021

8.10 COVID-19 Guidelines for Attending, Delivering or Sponsoring Events, dated 2 August 2021

Note: Activities conducted within facilities at 8.2, 8.3, 8.4, and 8.9 above may require COVID-19 safety plans as per the NSW Public Health Order in force at that time.

9 Annexures

9.1 Artwork



'Open – outdoor facilities with capacity limits' posters



'Open – Council facilities with safety measures' posters



'Open – Council facilities with capacity limits' posters



'Now open – Temporary normal' posters with fillable area



'Now open – New normal' posters with fillable area



'Open – Customer Service Counters' posters (A3)



Staff badge/sticker



Floor decals (30cm x 30cm)



Floor decals (1.75m x 0.5m)



Floor decals (1.75m x 0.5m)



'Thank you' promo boards (A3 + heart - 570mm x 584mm)



TWEED

SHIRE COUNCIL

Customer Service | 1300 292 872 | (02) 6670 2400

tsc@tweed.nsw.gov.au

www.tweed.nsw.gov.au



PO Box 816

Murwillumbah NSW 2484