

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Point to Point Transport (including taxis and ride share services)

Business details

Business name	Light to Light Transfers
Business location (town, suburb or postcode)	Kiah, NSW 2551
Completed by	Jenny Robb
Email address	office@lighttolighttransfers.com.au
Effective date	30 September 2020
Date completed	3 November 2020

Wellbeing of drivers and passengers

Exclude drivers and passengers who are unwell.

No drivers or passengers who are experiencing symptoms or showing signs of Covid-19 infection will be allowed to work/travel.

Provide drivers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

All drivers have been provided information about Covid-19 and how to manage safety around this. This includes vehicle cleaning before and after each passenger group, mandatory mask-wearing during transfer.

Make drivers aware of their leave entitlements if they are sick or required to self-isolate, including the Australian Government's Pandemic Leave Disaster Payment.

This is not applicable in our business.

Display conditions of entry (website, social media, inside vehicle).

Conditions of entry are sent to our passengers before the transfer, appear on our website and in our social media.

Physical distancing

Where practical, taxi and ride share services should encourage passengers to sit in the back seat and have the windows open to promote air flow.

No passengers using the front passenger seat, windows to be slightly opened and no recycled air.

Avoid close contact with passengers and ask passengers to handle their own personal belongings during pick-up and drop-off.

Contactless payment system in place; no contact made between passengers and drivers or their belongings before, during transfer or after drop-off.

Avoid using the vehicle's recirculated air option during passenger transport. Where possible use the car's vents to bring in fresh air from outside and lower the windows.

Car air conditioning not used during transfer, windows slightly open at all times during transit.

It is strongly recommended that drivers and passengers wear face masks.

All drivers and passengers must wear face masks. We have a stock of new 3 ply facemasks available if passengers do not have their own.

Encourage drivers to maintain 1.5 metres physical distancing from one another where possible during any breaks or waiting periods, such as at taxi ranks or changeover periods.

There is only 1 driver.

Hygiene and cleaning

Adopt good hand hygiene practices and avoid contact with surfaces often touched by passengers or other drivers such as door handles and frames and seatbelt buckles.

All surfaces touched by passengers are cleaned and sanitised before/after use.

Encourage contactless payment options.

All payments are contactless.

Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

All frequently touched areas and surfaces are cleaned and sanitised after each passenger transfer.

Drivers should wash hands with soap and water before and after cleaning.

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If a customer sneezes, coughs or vomits, surfaces should be cleaned with an appropriate detergent solution or disinfectant wipes.

Drivers must use gloves before cleaning, all surfaces must be cleaned and sanitised after each passenger disembarks.

Employ extra cleaning practices at the end of each shift, as part of good hygiene practice, including where practical the sanitisation of seats, door handles and window controls, seatbelts and buckles and payment equipment.

As above.

Make use of vehicle Sanitisation Stations available at locations throughout metro and regional NSW. Drivers are entitled to one free sanitisation per vehicle, per day to

minimise the spread of illness and maintain driver and passenger safety.

Not applicable to our business.

Whether detergent solution or disinfectant wipes are used, the surface must remain wet for 60 seconds then left to dry to ensure the virus is killed. Use a new wipe for each surface.

We will ensure surfaces remain wet for 60 seconds, then left to dry to ensure the virus is killed.

Record keeping

Ensure QR codes for record keeping purposes are displayed where they are clearly visible to passengers, and verbally prompt passengers to check in when they enter the vehicle.

All passengers must provide contact details during the booking process. This includes email address and mobile phone number.

Employers should make drivers aware of the COVIDSafe app and the benefits of the app to further support contact tracing if required.

All employees have the COVIDSafe app downloaded on their individual mobile phones.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes