

**> BE COVID SAFE.
HELP NSW 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
Completed by	Jenny Robb
Email address	office@lighttolighttransfers.com.au
Effective date	2 August 2021
Date completed	12 October 2021

Wellbeing of staff and customers

Exclude drivers and passengers who are unwell.

Drivers who are unwell cannot present for work. Passengers who are unwell will not be transported.

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

All staff are trained in our COVID-19 safety procedures:

- they cannot work if unwell and if they show symptoms of COVID-19, must be tested and isolate until they receive a negative result.

- they must wear a 3-ply (supplied) mask whilst driving (as do the passengers)
- interior surfaces in the vehicle must be cleaned with disinfectant between passengers
- no passengers may use the front passenger seat

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.

All drivers are aware of their entitlements regarding impacts of COVID-19.

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

Our transfer booking system and website outline our requirements:

- all passengers must be fully vaccinated
- all passengers must correctly wear a mask during the transfer
- no passengers may ride in the front passenger seat
- physical distancing must be maintained wherever possible

Encourage staff to access COVID-19 vaccination.

All staff are required to be fully vaccinated to work with us.

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 may ride in the front passenger seat. All must wear masks during a transfer and the windows will be slightly open throughout.

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

Staff are trained to maintain physical distance during the pick up and drop off, to not touch the passengers and or their personal belongings.

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.

All staff are trained to not use the recirculated air option during transfers and to drive

with the windows lowered.

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.

Staff must maintain physical distance of at least 1.5 m if near others.

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.

Staff are trained in correct hand-washing and hygiene techniques. All vehicles have several hand sanitiser bottles and staff and passengers are encouraged to use the same regularly and especially if they have touched surfaces. All surfaces must be wiped with disinfectant after each transfer.

Encourage contactless payment options.

All payment is made through an online booking system or phone credit card payment. No cash payments are accepted.

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

All surfaces are thoroughly cleaned with disinfectant after every transfer.

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

Staff are trained in correct procedure of hand-washing before and after cleaning.

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

All vehicles are equipped with cleaning materials including gloves, wipes and disinfectant.

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.

All surfaces are thoroughly cleaned with disinfectant after every transfer. This includes door handles (interior and exterior), window controls, seatbelts and buckles.

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.

There are no Sanitisation Stations in this area.

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.

Noted that after cleaning, surfaces must remain wet for 60 seconds and left to dry. A new wipe is used for each surface.

Record keeping

Display the NSW Government QR code where it is clearly visible to passengers, and verbally prompt passengers to check in when they enter the vehicle.

A NSW Government QR code is displayed in the vehicle and passengers are required to check in as they enter the vehicle.

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

Yes