

Radio Goolarri COVID-19 Safety Plan

Premises Name	Radio Goolarri Studio
Type of Premises	Radio broadcast studio
Street Address	7 Blackman Street, Broome
Contact number	08 9194 9999
Email Address	reception@gme.com.au

Physical and Social Distancing – Implementing physical distancing guidelines

1. **All staff, volunteers and guests must sign the register upon entering and exiting the building.** This is not negotiable and is a legal requirement for re-opening the radio studios. This is to confirm how many people are in the building at any one time and to ensure we do not exceed our maximum legal occupancy limit.
2. Physical distancing for staff and guests is based on the 1 person per 4 sqm rule.
3. No more than 2 people are permitted in each radio studio at any one time inclusive of the radio presenter/s.
4. A maximum of 2 people are permitted in the waiting room at any one time. Guests will need to wait in the designated waiting area (marked) until a Goolarri staff member is ready for you. They will come and collect you from the waiting area to be escorted into studio 1 or 2.
5. A maximum of 4 people are permitted in the entire radio building at any one time. Once the number of persons inside this building reaches its limit, all other persons must wait outside until notified.
6. Individuals should stay at least 1.5metres away from each other.
7. Staff and guests should avoid physical greetings such as handshaking, hugs and kisses.
8. Presenters will ensure that all interviews or appointments have set times with enough time to complete the COVID-19 Safety Induction, and with enough time to sterilise the Radio Station between guests

Hygiene – hygiene protocols and practices

1. Do not enter the studio if you are sick or feeling unwell.
2. Radio studios will be cleaned and disinfected at the end of each day and a cleaning register maintained. Please note that while the studios are being cleaned, the building will be closed to all staff and guests. For more information on our daily cleaning regime please refer to the register available in the studio reception area.
3. Further disinfectant supplies will be available in each studio. These should be used by radio presenters before you exit the studio after finishing your recording or broadcast. Please wipe down all areas used including keyboards, phones, switches and desks. Wipe down headphones and return them to their original position.
4. Mic socs – All on air presenters need to use a fresh mic soc every time they go on air which must only be touched after putting gloves on. Upon finishing, take your mic soc with you and put it in the laundry basket provided to be washed daily and put your gloves in the bin. All guests should be provided with a fresh mic sock and the mic soc removed and put in the laundry basket before the arrival of your next on-air guest. Gloves must be worn.

Training and Education – mandatory training, records, signage, additional information

1. All staff, volunteers and guests will be required to complete a COVID-19 Safety Awareness induction before accessing the Radio Station. The induction will cover key information such as; Signing in on arrival, station cleaning times, designated waiting areas and hand washing/sanitising stations.
2. Key Goolarri Staff have completed the online COVID-19 Government required training including the Station Manager.
3. A sign in register will be established to ensure that all persons that enter the premises sign in with the following information; Date, Name, Contact details, Person Visiting (if applicable). Sign out will be required on departure to keep accurate record keeping in the case of a suspected or confirmed COVID-19 case for contact tracing. All information will be scanned by the Station Coordinator and saved onto the server at the end of each week. It will then be emailed and a hard copy will be filed with the Administration department to ensure safety and privacy is maintained.
4. Signage will be posted throughout the premises informing guests, volunteers, delivery drivers etc. are aware of the new procedures that have been put in place. There will also be signage with hotline numbers and local medical providers that guests and visitors can call for advice.
5. Goolarri Media will update our website and social media accounts to advise the public of the new procedures in relation to visiting the Radio Station.

Compliance – meeting legal obligations

1. The Goolarri Executive and Administrative Team are continuing to monitor all state and national health and safety information in regard to COVID-19 and will act according to any restrictions announced.

Response Planning – responding to exposure or suspected exposure

1. If a staff member, visitor, or guest has fallen ill with COVID-19 symptoms whilst on site. They will be isolated in a room away from others.
2. Health Authorities will be called for advice for more specific directions.
3. Ensure the person has transport home or to a medical facility
4. The area where the person has been on the premises will be identified and cleaned. Persons in the areas will be evacuated.
5. Others that have been in close contact with the suspected or confirmed case will be identified (up to 24 hours before they first started experiencing symptoms). The close contact people will be notified immediately, staff members will be sent home to self-isolate and contact health authorities for further advice.
6. Areas where close contacts have been, will also be thoroughly cleaned.
7. A review will take place to monitor the process and all staff, volunteers and guests will be kept up to date on the outcome if it is a suspected case.