

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

## Your COVID-19 Safety Plan

**Auction houses (including residential sales, tenancy open houses and saleyards)**

### Business details

Business name	Remax Vision
Business location (town, suburb or postcode)	Junee
Completed by	Jacqueline Hedlund
Email address	<a href="mailto:jacqui.hedlund@remax.com.au">jacqui.hedlund@remax.com.au</a>
Effective date	1 July 2020
Date completed	11 November 2020

---

### Wellbeing of staff and customers

**Exclude staff, customers and attendees who are unwell from the auction, open house or saleyard.**

All staff, customers and attendees who are unwell will be excluded from auction and open homes

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.**

All staff have been provided with consistent information and training on COVID 19.

All staff are aware of testing, physical distancing and cleaning.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff are aware of their leave entitlements if required to self isolate or if they are sick as per individual contracts.

**Communicate and display conditions of entry (website, social media, digital newsletters and at entry points).**

Attendees will be emailed / text a copy of conditions of entry upon arrival at the site.

---

## **Physical distancing**

**Capacity must not exceed one visitor per 4 square metres of space.**

The capacity will not exceed one visitor per 4 square metres of space

**Where reasonably practical, consider holding an auction outdoors or in a large indoor space.**

All scheduled auctions will be held in the front or rear of the property - outdoors

**For viewings, consider implementing a time-based booking system, with phone or online options, to limit the number of people entering the premises or waiting outside where crowding may occur.**

All inspections will be scheduled to ensure social distancing is adhered to according to regulations.

**Where practical, use separate doors for entry and exit. If there is on-site payment and/or collection, consider putting in place separate customer order and collection points.**

Entry & exit doors will be used to minimise contact.

**If seating is required, move or remove seating to comply with 1.5 metres of physical**

**distance where possible.**

Physical distancing of 1.5 metres will be adhered to.

**Develop strategies to reduce crowding wherever possible, such as markers on the floor or encouraging attendance of only registered or interested bidders (rather than observers).**

Only registered bidders will be encouraged to attend the auction to minimise crowding.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks and in offices or meeting rooms) and assign workers to specific work stations.**

All staff are aware of the 1.5 metres of physical distancing. Each member of staff has their own individual work station.

**Use telephone or video for essential meetings where practical.**

A weekly meeting is practiced adhering to social distancing regulations

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

All staff meal times are staggered accordingly.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

All deliveries are placed at the front door to minimise contact.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Front of office will manage gathering that may occur.

**Encourage tenants who want to be present during an open home to leave for a short period or stand in an open space (such as outside) to minimise contact and ensure you can comply with physical distancing requirements.**

All tenants are advised to vacate the property for the time that the open home is conducted.

If this is not practical they are asked to comply with physical distancing regulations.

---

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Sanitiser will be placed at entry & exit points.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Provide hand sanitiser at entry and exit points.**

Bathrooms will be stocked with liquid hand soap & paper towel

### **Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.**

All hard surfaces will be cleaned when frequented by staff & customers daily. This will be completed with disinfectant wipes.

### **Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant wipes will be utilised as per manufacturers instructions.

### **Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Gloves will be used when cleaning and hands thoroughly washed with soap at the conclusion of cleaning

### **Consider removing printed pamphlets, and instead providing relevant information through digital channels such as email or website where practical.**

Upon request relevant information will be emailed to potential purchasers.

### **If onsite payment is required, limit the use of cash transactions by encouraging contactless payment options.**

An email with trust account details will be forwarded to potential purchaser if required to eliminate any cash payments.

**If items are to be viewed, encourage visual inspection where practical. Provide hand washing facilities or hand sanitiser for customers to use before and after handling objects. Have detergent or disinfectant wipes available to wipe objects regularly, where practical.**

Potential purchasers will be encouraged to visually inspect where practical. Hand sanitiser will be provided where required. Objects will be frequently cleaned

---

## **Record keeping**

**Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.**

All names are recorded and kept on a data base & or paper records to ensure contract tracing is adhered to if required.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

All staff are aware of the covid safe app and are very well aware of its advantages to support contract tracing.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

All staff will cooperate with NSW health where required and Safe work NSW will be contacted if a positive case is detected.

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

Yes