

## Organisation or Business Details

<b>Organisation or business name</b>	Alice Springs Desert Park
<b>Owner name or Site manager</b>	Estelle Marshall
<b>Phone number</b>	0889518713
<b>Email address</b>	estelle.marshall@nt.gov.au
<b>Address</b>	LARAPINTA DRIVE ALICE SPRINGS 0870
<b>Australian Business Number (ABN)</b>	82 972 424 628

### Provide a short overview of what your business or organisation does :

Wildlife Park and Botanic Garden based conservation attraction. Nature based recreation facility. Includes guided tours, presentations, indoor Nocturnal House, outdoor amphitheatre and cinema. Indoor venues hired for events include Red Mulga Event Centre, Madigans Function Room and Meeting Room.

## COVID Safety Supervisor

Have you designated a person as the COVID-19 Safety Supervisor?	<b>Yes</b>
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## Workplace

Have you provided education on adhering to physical distancing to staff?	<b>Yes</b>
Have you provided clear guidance on physical distancing to customers?	<b>Yes</b>
Have you provided markings on the floor 1.5m apart in areas where people queue?	<b>Yes</b>
Will physical distancing be managed as part of any delivery service or picking up goods?	<b>Yes</b>
Have you planned measures to manage entry and exit points so that people do not group in these areas?	<b>Yes</b>
Have you revised table or seating configuration so different groups of customers are not face to face?	<b>Yes</b>

### List the measures you will use to manage physical distancing :

- Desert Park website - stay home if showing symptoms, wash hands frequently, follow physical distancing and use hand sanitiser or hand washing facilities located around the Park.
- Signage at entrance requesting physical distancing 1.5m, stay home if showing symptoms use the 'Territory Check In' app to provide contact details for tracing
- Markings on floor in entry to ensure 1.5m distance, wash hands frequently
- Presentations: Staff direct visitors to seating to ensure 1.5m physical distancing. All bench seating at presentations is forward facing. Staff communicate physical distance requirements throughout presentations. Hand sanitiser offered when display props are used.
- Cinema: Hand sanitiser on entry
- Nocturnal House: physical distance signage on entrances and hand sanitisers located on entry
- Regular emails to Desert Park to ensure procedure if unwell, follow correct hygiene procedures, identified COVID supervisors, COVID tracing procedures
- In addition to the Director appointed 5 COVID supervisors across the work units

## Hygiene

Have you provided hand sanitiser or hand washing facilities to allow staff and customers to wash or sanitise their hands regularly?	<b>Yes</b>
Have you provided education on COVID-19 hygiene protocols and practices, including cleaning, to staff?	<b>Yes</b>
Have you provided information on COVID-19 hygiene protocols and practices to customers?	<b>Yes</b>
Have you identified all facilities, equipment and transport vehicles that require cleaning and sanitising?	<b>Yes</b>
Do you have adequate supplies of cleaning and disinfecting products?	<b>Yes</b>
Have you identified high touch surfaces and increased your regular cleaning schedule?	<b>Yes</b>
Have you considered ways to limit customer self-service?	<b>Yes</b>
Have you considered ways to minimise handling of shared items to avoid the risk of contamination?	<b>Yes</b>

### List the measures you will use to manage hygiene :

- Signage at front entrance and throughout the Desert Park on hand washing, hygiene and coughing etiquette.
- Cleaning contractors clean once a day of all public and staff areas including toilets, public areas, administration and high touch points. Recorded on cleaning checklist.

3. Meeting rooms cleaned after each use (e.g. tables, door handles, hand rails and light switches)
4. Refer to the Parks and Wildlife Division (Alice Springs Desert Park operates within the division) Standard Operating Procedure for Cleaning of Toilet facilities and Vehicle Cleaning and Sanitising Guideline.
5. 5 x public toilets with hand washing facilities located around the Desert Park. Handwashing signage in place.
6. Hand sanitiser available in key areas across the Desert Park.
7. Entry ticketing desk cleaned three times a day including EFTPOS machine, pens, till screens.
8. Staff meetings and emails to staff with correct hand washing and hygiene protocols
9. Encourage cashless transactions and ID cards presented at entry remain in the customers hand and only sighted by staff.
10. Guided tours - Use of furniture (e.g. display tables, bench seats and exhibits) to enforce 1.5m physical distancing. Break lengthy guided tours into seated presentations to manage physical distancing. Guided tours held outside in a walking format, forward facing.

## Signage

Do you have signage to remind customers about physical distancing?	<b>Yes</b>
Have you provided signage around the business to remind customers and employees to maintain hygiene practices?	<b>Yes</b>
Have you provided signage around the business to remind customers and employees to go home if the customer or employee is feeling unwell?	<b>Yes</b>
<b>Describe how many signs you have and the location of your signage :</b>	
Signage covering physical distancing, hygiene measures and stay home if unwell displayed at main entry building, entrance of Meeting Room, Red Mulga Event Centre, Madigans Function Room, Nocturnal House, Amphitheatre and staff amenities	
QR check in signage at entrance of Desert Park - 3 posters	
<a href="http://www.coronavirus.nt.gov.au">www.coronavirus.nt.gov.au</a> referred to regularly for updates and correct signage	

## Staff

Have you provided education or information about COVID-19 transmission and symptoms to staff and volunteers?	<b>Yes</b>
Do you have protocols for staff to not attend work if unwell?	<b>Yes</b>
Have you provided direction to staff to seek medical advice if they have symptoms of COVID-19?	<b>Yes</b>
<b>List the measures you will use to manage the health of your staff :</b>	
<ol style="list-style-type: none"> <li>1. Department intranet has a dedicated section for COVID with information, directions, advice and contact details.</li> <li>2. Parks and Wildlife Pandemic Plan (Desert Park is a business within this division) provided to staff includes protocols if staff are unwell or suspect they have contracted COVID-19.</li> <li>3. Emails to all staff and meetings are used to ensure staff are aware of procedures and location of resources.</li> <li>4. Signage in key staff areas reminding if unwell say home and seek medical advice.</li> <li>5. Volunteers inducted with COVID-19 physical distancing and hygiene requirements.</li> </ol>	