

Approved By:

Date:

Approver Notes:

## 1. General Information

### Scope

On the 8 May 2020, the National Cabinet released a roadmap to a COVID Safe Australia which outlines the 3 steps for easing lockdown restrictions in businesses and the community.

As part of ensuring that workplaces are safe, the National Cabinet requires businesses to develop a COVID Safe Plan. While it is noted that many of the Kinetic Business Units are government regulated with regards to passenger transport in this process there is the need to provide a plan for Charter type work.

On the 4th June 2020, Queensland Health began approving Industry COVID Safe Plans for various industries. Queensland Tourism and Industry Council provided guidelines around this and as such this Plan is based on the requirements set out within these guidelines.

As the COVID-19 pandemic is an evolving situation, this Plan may be reassessed and periodically adjusted to ensure that Kinetic and its Business Units continue to comply with government directives.

### Purpose

The purpose of the COVID Safe Plan is to set out how Kinetic will keep its workplaces safe during the COVID-19 Pandemic to protect both its workers and those travelling on its buses.

Kinetic acknowledges that the communities we provide services for may be highly vulnerable to infectious disease and therefore we are committed to implementing mitigation strategies that reduce the likelihood of our activities spreading COVID-19 into these communities.

### References

This Plan is based on the requirements of:

- Queensland Tourism and Accommodation Industry COVID Safe Plan July 2020, and
- The Office of the Minister for Education letter on school transport services, August 2020.

## 2. Communication

This Procedure shall be communicated to workers:

- Prior to engaging in Charter Work, and
- Available through the Kinetic Way Drive via SharePoint

## 3. Actions to mitigate the introduction and spread of COVID-19

Prior to engaging in any Charter work a risk assessment will be conducted to ensure the COVID-19 related risks are considered and mitigated to a level as low as reasonably practicable. This Risk assessment is to be reviewed by the Safety and Wellbeing Manager for your region prior to accepting the charter work.

### Driver Pre-Screening

Drivers at high risk are to consider carefully the possible impact on their health or those family members at risk. Drivers are to declare that they are without symptoms on the day of the charter.

## Track and Trace

A key component of managing the COVID-19 pandemic in the community is rapid and effective contact tracing by the State Health body.

To support the local Health body all passengers on the bus must have provided contact details prior to boarding.

This can be done in one of two ways:

- An attendance sheet signed by the individual prior to boarding
- A pre filled list supplied by the organisation/person that booked the charter

There are exemptions to this requirement in the following situations:

- Large gathering charters e.g. Sports Stadium transport for major events
- School Charters

The records need to include:

- Full name
- Telephone number
- Current home address
- Tour name/trip record
- Date and Time
- Pre-screening records – declaration that the passenger has no symptoms and is OK to travel

Refer to *Appendix 1* for CV-19 Contact Sheet specifically developed for this purpose.

The collected information is to be maintained by the business and only released to Government departments when requested.

## Physical Distancing

Kinetic and its Business Units are committed to minimising the risk of spreading infection and where practicable the Driver will maintain social distancing in performing their duties. Where possible allocation of buses with driver screens is the preferred option.

The following measures are taken for each type of service:

- School Charters
  - Seated capacity only
  - Front rows to remain free of passengers
- Football Charters
  - Seated capacity only
  - Front rows to remain free of passengers
- Other Charters
  - Every attempt to be made to maintain 1.5m social distancing requirements
  - Family members can sit together
  - Consider using every second row

## Cleaning and Hygiene

All buses are to be fully disinfected following any charter work. Refer to Standard Operating Procedures in place for this activity.

Drivers are to disinfect touch points during breaks in between charter work. Refer to Standard Operating Procedure for this activity.

Drivers will carry hand sanitiser for charter work only and make available upon request.

**APPENDIX 1 – CV-19 CONTACT SHEET**

Date:		Time:	
Tour Name:			

	Full Name	Address	Phone Number	Email Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				