

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



## Your COVID-19 Safety Plan

### Retail and auctions

#### Business details

Business name	Antrose Pty t/a Morton Real Estate
Business location (town, suburb or postcode)	7/2 Archibald Avenue, Green Square NSW 2017
Select your business type	
Auctions and open houses	
Completed by	Amanda Browell-Hook
Email address	<a href="mailto:amanda@morton.com.au">amanda@morton.com.au</a>
Effective date	18 October 2021
Date completed	18 October 2021

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### Wellbeing of staff and customers

**Exclude staff, customers and attendees who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

No staff member presenting any cold or flu like symptoms is to attend work. This is consistently and regularly communicated via email, policy update, payroll documentation and team (virtual) meetings. Confidential peer reporting supported. Thermometer in each office for temperature testing.

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

Yes

### **Tell us how you will do this**

Covid Safety Plan available on internal dashboard, payroll app, emails. NSW Govt Covid information posters displayed in each office. Messaging reinforced via email, director updates and team (virtual) meetings.

PPE provided in each office. Personals reimbursement of \$20 per person offered to staff for mask purchases.

### **Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

### **Tell us how you will do this**

NSW Govt Covid Safety posters displayed in each office.

On line booking software (i.e Inspect Real Estate - leasing) auto email communications contains Covid safety messages.

Property listings contain Covid safety communications

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: This applies to auction houses, betting agencies, markets that do not**

**predominantly sell food, and retail premises, except for critical retail premises. Critical retail premises are defined in the *Public Health (COVID-19 General) Order 2021*.**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

Morton - Do not operate in auction houses, betting agencies, markets that do not predominantly sell food, and retail premises, except for critical retail premise and this clause does not apply.

Where Morton was to use a 3rd party auction house then Morton would work with the Auction house business to ensure the full vaccination compliance.

Morton do strongly encourage all employees and clients to be vaccinated.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Morton staff conducting opens or auctions houses to ensure crowd control measures are taken including:

- Private appointments where possible.
- For expected busy inspection 2 of more staff to attend to allow adequate resourcing.
- Special attention to be made to those waiting to attend to ensure no crowding outside or in corridors.

As an an example guide a 60sqm unit will have a maximum of 15 people attend or less if

a 1.5m  
distance can not be maintained.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

In offices large meetings, group meals, social gatherings are prohibited. Staff to spread out through offices as much as possible, utilizing all boardrooms. Noting all Morton offices have adequate space. Staff to work on a hybrid work/home model ensuring no full capacity in any office at any one time.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Offices: Due to low staff and flexi hours in office volumes this is not predicted to occur. Staff to continue to follow prohibition on gatherings.

Inspections: Very popular inspections to have two agents to allow crowd management resourcing. Properties with very high interest to have increased inspection opportunities to ensure an even attendance spread.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.**

**Agree**

Yes

**Tell us how you will do this**

Multiple Morton staff to attend popular opens and auctions. Staff to actively and swiftly disperse any crowds at the conclusion of an event.

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**Ventilation**

**Review the 'COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

Morton offices all ventilated and do not use recirculated air. Where possible exterior doors/windows to be open to allow maximum circulation.

At opens and auctions agents to open all exterior doors and windows.

Oscillating fans not to be used.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Where possible online auctions to continue, if an auction must be held in person the venue you will be outdoors i.e a garden or driveway.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Staff will be instructed and communicated to. Senior Leaders in offices to monitor.

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

Morton offices all ventilated and do not use recirculated air. Where possible exterior doors/windows to be open to allow maximum circulation.  
At opens and auctions agents to open all exterior doors and windows.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Morton maintain a regular air conditioning service schedule.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

It is not expected this is necessary given the size, existing a/c facilities Morton offices and the limited time an open occurs for. Aforementioned polices will be applied.

This will be considered if required.

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Agree**

Yes

**Tell us how you will do this**

Face Masks provided in all offices to staff and restocked on request. Staff given \$20 reimbursement for any mask purchases.

Clients reminded in all booking communications to wear a mask. Staff actively to police at opens/auctions.

Staff who have provided a proof of vaccination status are allowed to not wear a mask whilst working in a Morton office. All staff are to wear a mask at any opens or inspections.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Agents carry sanitizer to all opens and auctions

Sanitizer provided in all offices.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Any supplies required are provided.

Offices in tenanted buildings have common bathrooms stocked by relevant strata.

Clients inspecting properties are prohibited from using the residential bathroom.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

Cleaners reinstated to twice weekly cleans.

Sanitizer wipes provided throughout offices.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

All attendees must either book via Inspect Real Estate (leasing) or each agent displays the QR code poster for his/her location and all clients must check in.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes**



**should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes

**Tell us how you will do this**

Agents to check green tick for clients checking in via QR code.

Clients booking in via IRE to be checked using agents app that clients details are correct.

QR poster to be displayed at entrance prominently .

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

All steps will be taken to avoid this situation. If this occurs details to be taken and emailed to the Head of Shared Services for record keeping via a spreadsheet.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

Not Applicable.

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

Yes