

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

Effective 13 June

Community centres and halls

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your venue. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: North Arm Cove Community Centre

Plan completed by: Maria Pickles Deputy President – and the Committee

Approved by: NAC Community Centre Committee (to be updated as required)

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	All activity coordinators and hirers ensure that participants are well and advised to isolate and seek testing if symptomatic of COVID
Provide staff and volunteers with information and training on COVID-19, Including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Activity Coordinators and volunteers complete the North Arm Cove check list for Covid Safety, and to access training if required.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not Applicable

Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	Posters are placed on the entry for each area and clearly mark maximum number allowed in each area.
--	---

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure capacity does not exceed one person per 4 square metres.	Spaces have been measured and calculated for maximum capacity at one person per 4 sq metres
Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per 4 square metres.	Main hall space capacity is calculated at 20 for exercises classes.
Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.	Requirements included in the Hirers Check List for Covid Safety
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	Meetings and other events such as film nights set up will include spacing of seating to comply with 1.5 metre rule
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Only 25 seats are available for seating in the main hall, all other seating is corralled.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times.	Drop off zones are clearly marked and safe markers used to prevent crowded queuing.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	As Above
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	Kitchen area permits only 6 people
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	NA

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	NA
---	----

Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Restaurants and cafes. 	

Physical distancing	
Use telephone or video for essential staff meetings where practical.	Meetings are held for the Community Centre Management Centre using Covid Safe practices to once per month
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not Applicable

REQUIREMENTS	ACTIONS
---------------------	----------------

Hygiene and cleaning	
Adopt good hand hygiene practices.	Handwashing promoted at each hand basin and in sign on area by posters.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Sanitizer available for each person entering the hall.
Ensure bathrooms are well stocked with hand soap and paper towels.	All toilets have sink and paper towels.
Provide visual aids above hand wash basins to support effective hand washing.	Washing poster displayed above wash basins
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	Coordinators ask participants to bring their own water bottles
No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.	Food is served by one person who has completed COVID 19 Awareness training or equivalent. Discussed with the Booking Off Officer

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Hot water and commercial dishwasher is available in the kitchen.
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	Cleaning of all table surfaces before and after use and cleaning of pergola area is conducted before and after by users.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Cleaning of hall is conducted where there has been high Intensity cardio activity.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	No sharing of exercise equipment is allowed
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Detergent and Gloves are available in the kitchen
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	All solutions and soap provided is appropriate
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Hall hirers agreement includes requirements that those setting up the hall follow safe cleaning practices
Encourage contactless payment options.	As appropriate

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Activity coordinators keep and list of attendees and their contact details in a safe place. Visitors book available for casual Sign in.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	COVID App is promoted on posters and Community media.
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.	Positive cases are reported to NSW Health and The Booking Officer