

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: Newtown Neighbourhood Centre Inc
Plan completed by: Sandra Long
Approved by: Liz Yeo, CEO

> REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	<ol style="list-style-type: none"> 1. Staff advised to stay home if not well 2. Signage at front entrance advising people not to enter if showing any signs or symptoms of Covid-19, tested positive to Covid-19 or been in close contact with someone who has tested positive, returned from overseas in the past 14 days, 3. If any staff have been in identified hot spots and/or have Covid symptoms – test and isolate until results received and follow health advice (currently isolate for 14 days even if test clear) 4. If any staff are taking a test on their own initiative eg due to a cold but no other factors – isolate until test results – follow health instructions post test results
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.	<ol style="list-style-type: none"> 1. Staff actively consulted in Business Continuity Plan and Return to Work Protocols 2. We are working closely with the WHS committee to address risk areas 3. Signage placed around the workplace in various locations, showing how and when to wash hands, sanitise, physically distance etc 4. Information provided to staff and volunteers on how to manage a sick visitor 5. Training videos from Department of Health sent to all staff
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ol style="list-style-type: none"> 1. Staff advised to stay home and take sick leave if not well. 2. Business Continuity plan in place which provides for staff to take up to 14 days sick leave in advance should they not have enough leave accrued.
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.	<ol style="list-style-type: none"> 1. Signage in place at entry and around the Centre showing capacity limits per room and for the lift, social distancing requirements, cleaning and sanitising requirements etc 2. Covid-19 specific Terms and Conditions provided to all room hirers and placed in each hire space, outlining additional health and safety measures required when hiring rooms

Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools
- Gyms
- Restaurants and cafes.

Not applicable

REQUIREMENTS

ACTIONS

Physical distancing

Ensure capacity does not exceed one person per 4 square metres.

1. Floor marked out with tape in office and reception area
2. Occupancy limit signage placed on entrance to all rooms and offices
3. Surplus chairs removed from meeting/hire rooms. Only Max capacity seating provided.
4. A maximum of 30 people can be seated at a table when using/hiring the Hall, or 20 if not seated.
5. A maximum of 18 people can use the Rainbow Room at any one time
6. A maximum of 2 people can use the small meeting rooms at any one time.

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.

1. Time limit and criteria added to Terms and Conditions of Hire for relevant activities
2. Centre run activities limited to max number permitted.

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.

Advice provided to all room hirers and program participants that any activities where contact would normally occur, eg, dancing or yoga, need to be modified to prevent contact

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.

Only enough seats for maximum allowable people in each room are available. Terms and Conditions of room hire updated to advise that all guests must be seated and to keep 1.5 metres apart.

Move or block access to equipment or seating to support 1.5 metres of physical distance between people.

1. Excess seating has been removed from all rooms available for hire, plus reception area
2. Office space marked out with space requirements
3. Signage placed on office doors and inside on walls advising maximum capacity allowed at any one time
4. Roster in place to ensure staff attendance does not exceed maximum capacity or spacing requirements
5. Only one person permitted in kitchens and lift. Signage in place.

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.

1. Terms and conditions of room hire specify that this must be managed by hirer
2. Centre programs such as One Stop Shop will have staff at door to prevent queuing and gathering outside entrance

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

1. Ground marked outside near entrance.
2. Floor marked inside foyer at around computer, phone, and at reception counter plus inside office advising where to stand when engaging with people at the counter

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.

Signage on the doors stating that only 1 person is allowed in each kitchen at a time.

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.

Not Applicable

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

Not applicable

Physical distancing

Use telephone or video for essential staff meetings where practical.

Staff all have access to Microsoft Teams for video conferencing and laptops and/or mobile phones/phone app to allow remote communication

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

Deliveries placed in foyer area or storeroom by driver.

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practices.

1. Signage in all office areas, rooms, and common areas advising of need to sanitise, and how to do it.
2. Signage in bathrooms showing how to hand wash. Soap provided with good supply levels
3. All staff provided personal sanitiser bottle to carry with them

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

1. 8 x sanitising stations attached to walls around the Centre, and portable bottles in offices
2. Sanitiser at front entrance
3. Signage in place

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

1. All bathrooms have antibacterial handsoap on tap in addition to wall mounted hand soap
2. All bathrooms have interwoven paper towel and garbage bins to place used towels in.

Provide visual aids above hand wash basins to support effective hand washing.

1. "How to wash hands" signage next to taps in all bathrooms and kitchens

Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.

Not applicable

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.

Generally Not applicable
If event occurs where food is provided (eg, organised staff gathering), individual packaged food options provided.
Staff instructed to use their own coffee cups during the day and wash after use.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

1. Detergent and washing facilities available in staff kitchen
2. Cutlery and tableware is not provided to room hirers.
3. Disposable cutlery and cups, plates etc provided for NNC program activities

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.

1. Disinfectant wipes stations are placed in multiple areas around the building, especially near tables, chairs, phones and computers. Signage is placed next to wipes stations advising staff and visitors to wipe down tables etc before and after use.
2. Gloves are provided for moving tables around
3. Room Hirers are advised they must clean before and after as a condition of use
4. Commercial cleaners attend the premises every night between midnight and 6am

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

Not applicable

Hygiene and cleaning

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

1. All staff and volunteers have been advised to bring their own cutlery and crockery and wash after use
2. Staff are advised not to share any equipment, including pens, phones, computers etc
3. Where there is a need for sharing of the computer for reception, wipes and sanitiser are placed at the desk, and staff are advised to bring their own laptop, pens, and paper.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

1. There are gloves in each of the rooms for hire and also in offices
2. There is detergent in each of the kitchens

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

People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves are provided in all rooms and signage placed next to boxes where applicable

Encourage contactless payment options.

1. Cash use discouraged and systems put in place to remove petty cash from operations.
2. Online payment for room hire.

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.

1. Contact form via QR code for staff and visitors to complete using their own smartphone
2. A back up manual paper based list is available for those who don't have a phone. Any details recorded this way are then transferred by staff onto the digital form
3. The data from the electronic form is stored online securely and is only available to designated staff.

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

Staff have been advised of the CovidSafe app

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.