

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



## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

Business name	Newtown Neighbourhood Centre
Business location (town, suburb or postcode)	Stanmore
Completed by	Mischa Gwaspari
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Effective date	3 January 2021
Date completed	5 January 2021

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#### Wellbeing of staff and customers

##### Exclude staff, volunteers and visitors who are unwell.

1. Staff advised to stay at home if not well
2. If any staff have been in identified hotspots and/or have Covid symptoms - test and isolate until results received and follow health advice (currently self isolate for 14 days even if test is clear)
3. 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, wearing masks, cleaning, and how to manage a sick visitor.**

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
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
6. Staff advised to wear masks whenever working with clients, doing outreach, or working on the Information desk.
7. Staff working at Stanmore office are outreach based and therefore additional protocols exist including the following:
  - All clients are screened using NSW Health screening tool for symptoms and recent close contact or visits to known hotspots. If answer is yes to these then outreach session postponed and client encouraged to get tested. Face to face will not re-commence until client has been tested and cleared
  - Both staff and clients provided with face masks for all face to face meetings
  - Clients not to be transported in cars unless unavoidable and business Uber account to be used instead for clients with staff using fleet vehicles and meeting at the destination
  - Where transporting in cars is unavoidable masks to be worn and full sanitising of vehicles completed after each trip

## **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

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).**

1. Capacity limits for space which is an open plan setup and closed to the public displayed on the office main notice board and all staff aware of these limits
2. Staff to sign in using Service NSW QR code each time they are in the office
3. Service Manager and Team Leader to ensure office capacity limits are maintained by monitoring staff movements daily

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Not applicable

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Not Applicable

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## Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

1. Occupancy limit signage placed on notice board in office
2. desks spaced adequately to maintain required distance
3. Office occupancy levels monitored by management daily
4. Currently office are limited to 5 people

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

{Empty}

**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,**

**and also of staff in meeting or break rooms.**

Not applicable as office is closed to the public

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

Not applicable

**Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.**

Signage stating maximum capacity in kitchen area at any one time

**Ensure communal facilities such as showers, change rooms and lockers 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

**Use telephone or video for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

1. Microsoft Teams online meetings in place for staff and other meetings.

2. Signage around the Centre reminding people of 1.5 metre rule.

CEO updates sent around regularly reminding people of Covid Safety requirements

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

Deliveries handled by staff at entrance to office and delivery drivers not entering office space

**Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should**

**continue to maintain 1.5m physical distancing from students where practical.**

Not applicable

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners.**

Not applicable for this building

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## **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  
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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. Sanitiser at front entrance to office
2. Signage in place
3. Sanitiser and cleaning wipes provided at each work station

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand**

## **washing.**

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.
3. "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. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.**

1. Generally Not applicable  
If event occurs where food is provided (eg, organised staff gathering), individual packaged food options provided.
2. 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.
3. Gloves are provided for moving tables and furniture around
5. Commercial cleaners attend the premises every week

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

Not applicable

**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 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 available in the office
2. There is detergent in kitchen area

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

The Cleaning Company has confirmed that they are operating in line with all Covid requirements.

### **People involved in cleaning or reorganising furniture should 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

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

1. Staff advised to open windows wherever possible.
2. Where windows cannot be opened, staff are encouraged to work from home or another office.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

1. The Service NSW QR code is now in operation and everybody who enters the building must sign in.
2. Signage at the entrance and around the building
3. Staff advised to sign in as a guest for anybody who does not have a mobile phone
4. Staff advised to check that all visitors and clients have signed in before entering.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

All record keeping now done via Service NSW QR code.

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

Staff have been notified about the CovidSafe app.

**Community centres and halls should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Newtown Neighbourhood Centre has registered with Service NSW

**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.**

Agreed

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

Yes