

## **WFGC COVID-19 PLAN approved by BMCC**

### **Wentworth Falls School of Arts Hall**

WFGC commences 11<sup>th</sup> February 2021, and thereafter the 2<sup>nd</sup> Thursday of each month with the exception of June and December (no meeting)

#### **Entering the Hall**

WFGC will cater to 52 members until the number is lifted

Each member will sign-in via the Services NSW COVID app to attend the meeting as he/she enters the foyer.

There will be no attendance by casual visitors

#### **COVID-19**

Before entering the hall/foyer, each person to use hand sanitiser, masks optional at this stage.

An usher would direct members to seats set 1.5 mtrs apart unless he/she is part of the same household.

Each member would be asked to remain seated. No gathering in groups.

Members to wear a mask when moving around the hall.

Those presiding at the front desk and running the meeting would wear a mask and maintain 1.5 mtrs from those entering the foyer or those seated in the hall until such restrictions are lifted.

#### **Preparing the Hall.**

Each seat would be sanitised with hospital grade sanitised spray or sanitised hand wipes and then dried down with kitchen paper.

The toilets would be cleaned with sanitiser and then wiped with kitchen paper.

The kitchen area would be suitably prepared with sanitiser and wiped with kitchen paper.

Any tables used for display purposes would be sprayed with sanitiser and wiped with kitchen paper.

All touch surfaces would be sanitised and wiped with kitchen paper.

An Usher would ensure no more than 20 people occupied the MT area at any one time.

#### **Morning Tea**

It is proposed that no member/guest be permitted to touch items or to serve him/herself, and that 4 people would attend to the serving of MT wearing masks, gloves.

It is proposed that teabags and coffee bags be served in paper cups. Biscuits individually wrapped from Colless along with sugar sticks/stirring sticks from Colless would be handed out using tongs.

No more than 20 people at a time permitted in the serving area maintaining 1.5 mtrs apart; members and guests, once served, to vacate through a different door to return to his/her seat in the hall. Or designated areas. No gathering in groups inside the hall. Weather permitting members can gather outside the foyer in the open air to chat in small groups.

*Preparation for morning tea-* 2 tables to be sprayed with sanitiser, wiped with kitchen paper and a table cloth placed for added protection. 2 tables- one for coffee, one for tea and on each- sachets of sugar, stirring sticks and pre wrapped biscuits and a pair of tongs. Milk to

be served in a carton. All this to be set up by a person wearing a mask and gloves, prior to the meeting.

A garbage bin would be placed in the hall and another in the morning tea area for collection of used cups/sticks and biscuit/sugar wrappers etc.

### **End of Morning Tea/Meeting**

Each area used by WFGC would be returned to original cleanliness using appropriate sanitiser and wipes along with kitchen paper. Each chair to be individually wiped down at the end of the meeting and all door handles, knobs, lighting switches, toilets and pieces of furniture belonging to the hall be returned to original condition of cleanliness.

### **Management of the Process**

It is proposed that this plan would be implemented by utilising the help of 50% of the membership attending the meeting. Each member would be given a sanitised wipe at the end of the meeting to clean his/her seat.

One person to attend to the kitchen cleaning.

One person to attend to the wiping of surfaces in the hall other than seats.

A garbage bin will be placed in the foyer for collection of wipes, kitchen paper and excess garbage.

### **QR CODE**

Not everyone has a mobile phone that can download the Services NSW app. so the Committee has investigated this method and will ensure it is carried out to the best of its ability. A list of those entering the hall will be taken, kept and maintained for the requisite period of time as proposed by Services NSW.