

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



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Wentworth Falls garden Club
Business location (town, suburb or postcode)	Wentworth Falls
Completed by	Duncan Philip Leys
Email address	knits@bigpond.com
Effective date	3 January 2021
Date completed	12 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

EXCLUDE VOLUNTEERS , GUEST SPEAKERS & VISITORS WHO ARE UNWELL

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.

PROVIDE VOLUNTEERS WITH INFORMATION & TRAINING ON COVID-19 INCLUDING WHEN TO GET TESTED, PHYSICAL DISTANCING & HOW TO MANAGE A SICK MEMBER OR VISITOR

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

NOT APPLICABLE - ALL VOLUNTEERS

Display conditions of entry (website, social media, venue entry).

DISPLAY CONDITIONS OF ENTRY ON WEBSITE, SOCIAL MEDIA, NEWSLETTERS & VENUE ENTRY

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.

ALL ATTENDEES TO PRE REGISTER WITH CONTACT DETAILS WHICH IS TO BE CHECKED OFF ON ENTRY TO HALL

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

NOT APPLICABLE

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.

CURRENT CAPACITY OF HALL IS 52 WHICH INCLUDES VOLUNTEERS, MEMBERS & GUEST SPEAKERS

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.**

NOTICES STATING 1.5 M PHYSICAL DISTANCING AT QUEUING POINTS AT ENTRY & EXIT, TOILETS & AT TEA & COFFEE STATION. VOLUNTEERS TO SUPPERVISE & MOVE PEOPLE ALONG

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.

VOLUNTEERS TO MEET & GREET MEMBERS ON ARRIVAL & ENSURE PEOPLE ARE MOVED INTO THE MEETING HALL & THEIR ALLOCATED SEAT

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

QUEING POINTS AT HALL ENTRY, COFFEE & TEA LINE TO BE MARKED WITH X'S ON THE FLLOR

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

AS FOR POINT ABOVE

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

NO COMMUNAL FACILITIES TO BE OPEN ASIDE FROMM THE TOILETS

Where practical, stagger the use of communal facilities. Strongly encourage visitors

to shower/change at home where possible.

ALL COMMUNAL FACILITIES TO BE CLOSED

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.

VOLUNTEERS MEETINGS & BRIEFING TO BE CONDUCTED OUT DOORS WHERE POSSIBLE

INTERIORS MEETINGS TO LIMITED TO 10 PEOPLE WITH 1.5 METRE PHYSICAL DISTANCING

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

DELIVERIES TO HALL TO BE EXCLUDED

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.

EDUCATION PROGRAMS TO BE RESTRICTED TO VERBAL PRESENTATION WITHOUT PHYSICAL CONTACT

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.**

NO HIGH ENERGY ACTIVITIES TO BE UNDERTAKEN

Hygiene and cleaning

Adopt good hand hygiene practices.

ALL SEATING TO BE COVID CLEANING BEFORE & AFTER MEETING, KITCHEN & TOILETS TO BE COVID CLEANED BEFORE & AFTER MEETING
HAND SANITISER DISPENSERS TO BE LOCATED AT ENTRY, TOILET FACILITIES & KITCHEN & TEA & COFFEE STATION

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

SEE ABOVE

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.

SOAP, PAPER TOWELS, & SANITISER TO BE PLACED IN ALL TOILET FACILITIES BEFORE MEETING & CHECKED EVERY 30 MINUTES

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

TEA & COFFEE WITH PREPACKED SUGAR & BISCUIT WILL BE ISSUED TO EACH MEMBER BY VOLUNTEERS WHO WILL WEAR GLOVES & MASKS

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.

CUP OF TEA OR COFFEE WITH PACKAGED SUGAR & BISCUIT TO BE ISSUED TO EACH MEMBER BY DESIGNATED GLOVED & MASKED VOLUNTEERS

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

CUPS & CUTLERY WILL BE SINGLE USE & DISPOSABLE

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.

ALL FACILITIES TO BE COVID CLEANED BEFORE & AFTER MEETING

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

NO HIGH INTENSITY ACTIVITIES TO BE UNDERTAKEN

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

NO SHARING OF EQUIPMENT WILL BE PERMITTED

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

SANITISER, GLOVES & MASKS WILL BE OFFERED TO ALL ATTENDEES

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

COMMERCIAL GRADE DISINFECTANT TO BE USED AT RECOMMENDED STRENGTH

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

VOLUNTEERS SETTING UP THE HALL WILL WASH HANDS THOROUGHLY BEFORE & AFTER HALL SET UP & PULL DOWN, USING SANITISER & SOAP & WATER

Encourage contactless payment options.

MEMBERS WILL BE ENCOURAGED TO PAY EXACT FEE OF \$5.00 WHICH THEY WILL BE PUT INTO DROP BOX. GIVING CHANGE WILL BE DISCOURAGED

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).

WINDOWS & DOORS WILL BE OPEN DURING THE MEETING WHERE POSSIBLE

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.

VOLUNTEERS & MEMBERS WILL NEED TO PREBOOK FOR THE EVENTS. THEIR CONTACT DETAILS WILL BE CONFIRMED PRIOR TO ENTRY TO THE MEETING

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.

THE RECORD OF ATTENDANCE IS AN EXISTING MEETING REQUIREMENT & IS KEEP PRIVATE & CONFIDENTIAL

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

ALL VOLUNTEERS ARE AWARE OF THE COVID SAFE APP & ARE EXISTING USERS

Community centres and halls should consider registering their business through nsw.gov.au.

THE WENTWORTH FALLS GARDEN CLUB WILL USE ITS BEST ENDEAVOURS TO REGISTER THROUGH SERVICE NSW & OBTAIN A QR CODE

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.

THE WENTWORTH FALLS GARDEN CLUB WILL COOPERATE WITH NSW HEALTH AS REQUIRED

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

Yes