

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Lugarno Progress Association Inc
Business location (town, suburb or postcode)	Lugarno 2210
Plan completed by	Michael Spring
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Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Door person will question visitors and volunteers upon arrival. Email will reiterate to not attend if you are feeling ill

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.

Information will be provided to visitors regarding physical distancing and cleaning practices. Masks will be available should any visitor wish to wear one at the meeting as well as hand sanitiser provided. If anyone is sick, they will be asked to leave and notify the organisation if needed.

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

N.A

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

This will be emailed to members prior to the meeting and displayed at the venue upon entry

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

- **Swimming pools**
- **Cinemas and theatres**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings, funerals and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

This is a community meeting (one per month). There will not be any food or drink served. No more than 20 people will be in attendance

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.

Specific limits also apply for weddings, funerals, memorial services and gatherings after such events.

Ensure that the capacity will not exceed one per 4 sqm. This will be achieved through spacing of available chairs 1.5 m apart and monitoring numbers entering the premises.

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 that complies with one person per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Participants should maintain 1.5 metres physical distance where practical.

Ensure that capacity will not exceed one person per 4sqm and will maintain 1.5 meters between seats at the meeting.

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.

There are no spectators

Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.

Chairs will be provided to accommodate 1.5 m distance at the meeting

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.

Remind members not to congregate outside after the meeting.

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

There is no queues. Members will be reminded to physically distance

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

This is not applicable as there is no tea or coffee provided after the meeting due to covid safety measures

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.

Not applicable

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

Not applicable

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

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser will be provided on entry. Wiping down of chairs after the meeting with gloves provided to those who will wipe down the chairs

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

Hand sanitiser will be provided upon entry and names and phone numbers collected

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.

This will be adopted for the bathrooms.

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.

Not applicable

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

Not applicable

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.

Area will be cleaned, chairs wiped down after meeting

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.

Not applicable

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

Hand wash and gloves will be available

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

This will be provided and ensured

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

This will be communicated to the Committee and ensured.

Encourage contactless payment options.

Not applicable

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other

customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

This will be collected upon entry to the hall prior to the meeting. Records will be maintained by the Secretary of the organisation.

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

This will be conveyed at the meeting

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

The Lugarno Progress Association uses the local hall attached to the Anglican Church for the meetings.

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 Lugarno Progress Association Inc will cooperate with NSW Health if needed.

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

Yes