

# > HELPING BUSINESS GET BACK TO WORK

13 June 2020

## 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](https://nsw.gov.au)

#### BUSINESS DETAILS

<b>Business name:</b>	Illawarra Lapidary Club Inc.
<b>Plan completed by:</b>	John Maley
<b>Approved by:</b>	Illawarra Lapidary Club Management Committee

### > REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers and visitors who are unwell.	Refer to number 5 of our re-opening conditions.
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.	Refer to numbers 17 & 18 of our re-opening conditions.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable to us.
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.	Refer to our entry conditions attached.

<b>Wellbeing of staff and visitors</b>	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Restaurants and cafes.</li> </ul>	Not applicable for us.

REQUIREMENTS	ACTIONS
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<b>Physical distancing</b>	
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Ensure capacity does not exceed one person per 4 square metres.	Refer to condition 18 attached. As from 2nd December ,2020 capacity now changed to 2 square metres for seated capacity in following rooms. Kitchen- now 2 people, cutting room- now 4 people plus supervisor, silver room- 8 people plus supervisor, main hall 34 people plus supervisor, however due to social distancing rule will not allow this amount of people. We will work to the 1.5 metre rule. As from 3rd January,2021 this has now changed to the 4 square metre rule.
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.	Refer to conditions 18, 19, 20 231 & 22 attached.
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.	All non-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.	Refer to 18 & 22 of our conditions attached.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Tables will be placed appropriately allowing 1,5 m between people.
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.	Not applicable to us.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Markers will be on walls & floors.
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.	Only one person at a time allowed in kitchen, markers for others.
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 to us.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	Not applicable to us.

<b>Physical distancing</b>	
Use telephone or video for essential staff meetings where practical.	Meetings will be with social distancing in mind.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not Applicable to us.

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
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<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Hand wash & signs will be displayed.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	hand sanitiser will be provided for members.
Ensure bathrooms are well stocked with hand soap and paper towels.	Will keep plenty of stock.
Provide visual aids above hand wash basins to support effective hand washing.	Signs will be displayed.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	This has been told to our members to bring own cups, cutlery etc.
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.	Not applicable to us.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Every member is responsible for his/her cups, cutlery & tableware.
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.	Refer to our conditions 25-30.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Not applicable to us.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Refer to our conditions 25-30.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Masks & gloves provided.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	70% disinfectant will be used.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Will be provided.
Encourage contactless payment options.	Correct money for classes will be encouraged & members to put money in a jar.

REQUIREMENTS	ACTIONS
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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.	Every member entering will sign entry book with contact number/s & supervisor will keep record. An update applies from 20th November, 2020. A QR code will be used as an entry record with the addition of a electronic digital system as some members do not have a smart phone. These details will be held for 28 days.
Make your staff aware of the COVidsafe app and its benefits to support contact tracing if required.	Has been mentioned.
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.	Will cooperate as needed.