

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



## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

<b>Business name</b>	Playgroup NSW
<b>Business location (town, suburb or postcode)</b>	Various locations across NSW
<b>Completed by</b>	<b>Mel Hill</b>
<b>Email address</b>	<b>admin@playgroupnsw.org.au</b>
<b>Effective date</b>	15 January 2021
<b>Date completed</b>	15 January 2021

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### Wellbeing of staff and customers

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

All Playgroup employees and playgroup participants will be/have been informed in writing that they will be excluded from Playgroup activities if they are unwell, are suspected of having COVID-19 or have been diagnosed as having COVID-19. If an unwell person attends a venue, they will be asked to leave and seek medical attention.

**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.**

All Playgroup NSW employees have received and signed a WHS Covid-19 Policy which they are required to sign and adhere to. The policy contains information on COVID-19 symptoms and the procedures around containing the spread of COVID-19. The policy is reviewed, updated and provided to staff monthly or when restrictions are amended.

Playgroup NSW has provided signage for the venue to remind participants of the physical distancing requirements, and cleaning processes required to contain the spread of COVID-19. All participants will also be informed by a Playgroup NSW staff member venue, they will be asked to leave as soon possible and seek medical attention.

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

All Playgroup NSW employees have access to their leave entitlements via Bamboo HR, an internal IT system. All employees have also signed acknowledgment of WHS Covid-19 Policy (reviewed, updated and provided monthly) which outlines procedures if they are unwell, are suspected of having COVID-19 or have been diagnosed with having COVID-19 including guidelines for self-isolation.

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

Playgroup NSW have/will provide groups with signage for display at each venue.

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, e.g. 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

## **Wearing Masks**

**COVID-19 spreads more easily indoors and in settings where you cannot physically distance. NSW Health strongly recommends that everyone wears a mask when unable to physically distance, particularly in indoor settings. Playgroup NSW strongly supports this recommendation. All adults attending a playgroup are required to wear a mask during the playgroup when you are unable to maintain 1.5 metres from other adults.**

## **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. An occupier of premises must not allow more than 25 people on the premises if the size of the premises is insufficient to ensure at least 2 or 4 square metres of space for each person.**

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

Playgroup NSW employees and volunteer Committee Members will ensure the capacity limit is adhered to at every playgroup. Playgroup NSW have provided signage to reinforce physical distancing requirements.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.**

**Support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.**

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

Playgroup participants will be encouraged to arrive and leave the venues in a staggered manner and will not be allowed to gather immediately outside the venue, or in communal areas.

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

Defined areas will be set out in the space and equipment, furniture and tape will be used to mark out the areas to ensure the required physical distancing is implemented. Usual group times such as morning tea, music, story time will be avoided if it is not possible to meet the physical distancing requirements. If possible, spaces will be marked

out on the floor and families will be encouraged to sit with their children as defined.

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

Playgroup NSW signage will reinforce physical distancing requirements and Playgroup NSW employees and Committee Members will discuss in more detail with participants.

**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.**

Playgroup NSW uses the Webex Platform for all business meetings. Playgroup NSW employees can use their own phone to access this platform.

**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

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Playgroup NSW signage will reinforce good hygiene practices and Playgroup participants, including children, will be required to wash their hands: when arriving and leaving, between activities, before and after preparing food and eating, when hands are dirty, after toileting/nappy changing, after wiping or blowing noses, any contact with a wound or cut, blood or vomit.

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

Playgroup NSW will ensure all groups have hand soap and sanitiser and they ensure they are placed for use at the venue entry and at various relevant points throughout the venue. Playgroup NSW signage will be displayed, and Playgroup NSW employees and Committee Members will remind participants to use these regularly throughout the session.

### **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.**

As above.

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

Participants will be informed in writing that they are required to bring their own water bottle and snacks. Parents of babies will be required to bring their own mat/blanket/play mat.

### **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.**

Playgroup NSW will request Playgroup NSW employees and Committee Members clean and disinfected all hard services prior to commencement, during the Playgroup as needed and at the conclusion of each Playgroup. Playgroup NSW will provide support to staff and volunteers to maintain this requirement.

**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.**

Playgroup NSW will request Playgroup NSW employees and Committee Members to clean and disinfect all toys and equipment after use and toys mouthed by children will be cleaned immediately, as much as is practically possible.

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

Playgroup NSW will support staff and volunteers to have access to the appropriate cleaning materials and disposable gloves for use throughout the venue.

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

Playgroup NSW will provide information for staff and volunteers to ensure disinfectant solutions are maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

**People involved in cleaning or reorganising furniture should wash hands thoroughly**

**before and after with soap and water.**

Playgroup NSW will provide advice and support to Playgroup NSW employees and volunteers to wear gloves as relevant.

**Encourage contactless payment options.**

Not Applicable

**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).**

As per venue

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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.**

Playgroup NSW have implemented a system to ensure records of Playgroup participants are kept for the required period for tracing purposes, under the Public Health Act, amended May 2020.

**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).**

Playgroup NSW have implemented a system to ensure records of Playgroup participants are kept for the required period for tracing purposes, under the Public Health Act, amended May 2020.

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

Playgroup NSW will encourage employees, volunteers, and participants to download the COVIDSafe app.

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

Not Applicable

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 1050.**

Playgroup NSW are committed to cooperating with NSW Health if a suspected or diagnosed case of COVID-19 is identified among Playgroup staff, volunteers, or participants.

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

Yes