

# Getting back to Playgroup



Staying safe, happy and healthy in Term 4



 [Playgroupnsw.org.au](https://www.playgroupnsw.org.au)

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 **Playgroup  
NSW**

# Welcome back to Playgroup!

We know the year of 2020 has been challenging for many people. We are however, so excited to have Playgroups returning face-to-face in Term 4. While some Playgroups returned to face-to-face meetings in July, we understand not all groups were able to do this. With Term 4 just around the corner, your Playgroup may now be considering reopening in October.

Please take some time to read through this information as there are things you need to consider to ensure your group has a safe, healthy and happy return.

We are here to support you and we encourage you to contact your Playgroup coordinator, facilitator, or the Playgroup NSW team to discuss your groups' return.





# First things first...

Before you return to Playgroup, you need to consider the following:

- How many people can attend?
- Managing numbers at Playgroup
- Recording attendance (QR code info)
- Playgroup NSW COVIDSafe Plan
- Check venue COVIDSafe requirements
- Staying Safe and Healthy COVIDSafe Plan, posters and fact sheets
- Physical distancing

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# How many people can attend your Playgroup?

Restrictions are still in place for the number of people that can attend a public gathering and these restrictions apply to your Playgroup. As of the 24 July 2020, the NSW Government introduced the maximum group size of 20 people (including children) for both indoor and outdoor gatherings.

This restriction may impact the numbers attending your Playgroup, especially if you have a larger group. Please read the below for more information on how to manage the number of people attending your group.

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## Managing numbers at Playgroup

Ensuring your group does not exceed the maximum number of attendees can be a challenge. Here are a few tried and tested suggestions of ways that may assist you in managing the numbers.

### Digital booking systems

Some groups have used digital booking systems, such as Eventbrite, to create an event for 20 people that will allow families to book a ticket to secure their participation with their child at the Playgroup session. Playgroup NSW have put together an [Eventbrite User Guide](#) for our Playgroups. The guide will assist you:

- Setting up an account
- Creating an event
- Viewing published events

### Ticketing systems

Other groups have used a simple ticket system to help manage their numbers. Examples range from using a raffle book to hand out a maximum 20 tickets or a poster so families can detach a number from the poster. The important thing to note when using a similar ticketing system, that each person attending requires 1 ticket per person. So for example, if you were attending with your 2 children, you would need 3 tickets. Remember that every guest, including volunteers, must take a ticket which means Playgroups can have a maximum of 20 attendees including volunteers. Supported Playgroups may have 1 x NSW Facilitator and 1 x NSW Play Helper, with a maximum of 22 present at any one Playgroup.

1	BONDI BEACH PLAYGROUPS													14
2	Please note the following conditions of attendance:													15
3	1. We are operating under a NSW Covid-19 Plan so will be restricting the number of kids to manage the distancing requirements.													16
4	2. All attendees must sign in using the online form <a href="https://playgroupnsw.eventbrite.com/">https://playgroupnsw.eventbrite.com/</a> 20 minutes before. All kids require masks. Your details will be kept securely by Playgroup NSW for 28 days.													17
5	4. You must use the hand sanitiser on arrival, regularly wash hands, and maintain social distancing at all times - inside and outside the venue.													18
6	4. If anyone in your family is sick you may not attend Playgroup. If any symptoms are observed while at the session, the Session Leader will notify you with a mask and request that you leave.													19
7	PLEASE REMOVE ONE TICKET FOR EACH PERSON. IF NONE LEFT THE VENUE IS FULL.													20
	8	9	10	11	12	13								

Example ticketing system from one of our Community Playgroups.

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## Recording attendance (QR code info)

To meet the NSW Government COVID-19 record keeping requirements, Playgroup NSW will be using a QR code via JotForm (electronic form) to record daily attendance at your Playgroup.

The QR code can be printed out and placed at your groups' sign in area. Each attendee can scan the code using their smart phone. If you are unable to print the code, your attendees can simply scan the code directly from the facilitator or another playgroup family's smart phone. When the code is scanned, there are several mandatory fields to be completed before you submit the form. Alternatively, you can complete the attendance form on behalf of your Playgroup families via your smart phone and record each member's details.



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## COVIDSafe Requirements for your venue

It is a good idea to contact your venue to discuss their COVID-19 requirements ahead of your return. The new restrictions around cleaning is something many groups will need to consider and follow diligently. Does your Playgroup need additional time to ensure the venue, toys and equipment are adequately cleaned? Perhaps talk to your venue about allowing extra time at the beginning or end of the session to ensure this can be achieved.

NSW Health have advised that COVID-19 can survive on surfaces for a few hours or up to several days and for this reason, we are asking that all toys and resources are thoroughly cleaned at the beginning and end of each Playgroup session. To share the load amongst families at your Playgroup, we suggest groups develop a cleaning roster and cleaning checklist. Please refer to our cleaning fact sheet for more information.

### Suggested list of cleaning items:

- Disposable paper towels
- Cleaning wipes or cloths
- Food grade surface and floor cleaner
- Rubber or disposable gloves
- Hand soap
- Sanitiser

If you have any questions, please contact us via email at [admin@playgroupnsw.org.au](mailto:admin@playgroupnsw.org.au) or via telephone at 1800 171 882.

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## COVIDSafe Plan

Many venues have also asked regular hirers to complete and submit a COVIDSafe Plan. A generic Safety Plan has been prepared by Playgroup NSW on behalf of all Community Playgroups. If there are any additional details that may be specific to your venue they can be added to this document. Please send this to the venue owner to support your return to face-to-face Playgroup.

- COVIDSafe Plan for Community Playgroup
- COVIDSafe Plan for PlayStrong
- COVIDSafe Plan for Other Supported Playgroups (MyTime/PlayConnect/Aboriginal)

In addition to providing a COVIDSafe Plan, we have designed and printed a Staying Safe and Healthy COVIDSafe Plan and a series of posters for you to display at your venue. The Staying Safe and Healthy COVIDSafe Plan provides a visual summary of the 4-page Playgroup NSW COVIDSafe Plan mentioned above. The Staying Safe and Healthy Plan is an A3 document that can be easily displayed at the entrance of your venue. The series of posters will also provide you with visual reminder of the following:

1. Wash your hands
2. Physical distancing
3. Help stop the spread
4. Stay home when you are sick

Contact Playgroup NSW if you would like these posters sent out prior to your Playgroups' recommencement date. Remember to always maintain at least 1.5 metres between yourself and others when conducting Playgroups and avoid close contact activities.

For more information, the fact sheets are available on our website for you to download.

1. [Eventbrite User Guide](#)
2. [Covid Safety Plan for Community Playgroup](#)
3. [Covid Safety Plan for Play Strong](#)
4. [Covid Safety Plan for Other Supported Playgroups \(MyTime/PlayConnect](#)
5. [Hand washing poster](#)
6. [Physical distancing poster](#)
7. [Stay home if sick poster](#)
8. [Cleaning Factsheet](#)

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