

# > HELPING BUSINESS GET BACK TO WORK

10 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.

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

**Business name:****Plan completed by:****Approved by:**

### > REQUIREMENTS FOR BUSINESS

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

#### REQUIREMENTS

#### ACTIONS

##### Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell.

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.

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

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.

### Wellbeing of staff and visitors

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

- Swimming pools
- Gyms
- Restaurants and cafes.

### REQUIREMENTS

### ACTIONS

#### Physical distancing

Ensure capacity does not exceed one person per 4 square metres.

Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 10 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per 4 square metres.

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.

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.

Move or block access to equipment or seating to support 1.5 metres of physical distance 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..

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

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.

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.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

### Physical distancing

Use telephone or video for essential staff meetings where practical.

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

### REQUIREMENTS

### ACTIONS

### Hygiene and cleaning

Adopt good hand hygiene practices.

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

Ensure bathrooms are well stocked with hand soap and paper towels.

Provide visual aids above hand wash basins to support effective hand washing.

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

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.

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

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.

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

### Hygiene and cleaning

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

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

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

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

Encourage contactless payment options.

### REQUIREMENTS

### ACTIONS

### 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.

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

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.