

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

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

BUSINESS DETAILS	
Business name:	Sea Bees Fishing Club
Plan completed by:	Club Recorder - Peter Bylsma
Approved by:	Club President - Mark Formosa

> 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.	Club members will not be permitted to attend club meetings if they exhibit any COVID-19 symptoms or are feeling 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.	Talk to members about how to maintain good hygiene and cleaning. Advise members of physical distancing obligations before each meeting. Identify a safe location to remove a member to if they exhibit COVID-19 symptoms.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable
Display conditions of entry (website, social media, venue entry).	Display signage on entry door of meeting room showing physical distancing obligations. Remind Club members of social distancing obligations and requirement to be symptom free via email and the Club's Facebook page.

Wellbeing of staff and visitors

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

- Swimming pools
- Gyms
- Conference and function venues
- Cinemas and theatres
- Restaurants and cafes.

Ensure this Safety Plan is available in printed form at meetings and online via the Club's web site.

REQUIREMENTS

ACTIONS

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff).

Floor area of the Club's designated meeting room to be measured and visitor capacity to be determined in advance of any meetings. Room capacity to be clearly displayed on the meeting room's entry area. This may be advised by the Hills Shire Council.

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.

No more than 20 participants will be allowed into the meeting room at any one time, including Club committee. 4 square metre rule to be observed along with 1.5m physical distancing where practical. If room is less than 80 sq.m the meeting capacity will be proportionately reduced below 20 participants.

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.

Meeting seating arrangement to be staggered to maintain 1.5m distancing.

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.

Not applicable

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.

Ensure meeting room is open 15 minutes before meeting start time to prevent close gathering of Club members at the entry to the meeting room prior to commencement.

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

Signage on any meeting table to identify spacing for 1.5m distancing.

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

Signage in any communal kitchen areas to identify spacing for 1.5m distancing.

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.

Not applicable

Physical distancing	
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

REQUIREMENTS	ACTIONS
--------------	---------

Hygiene and cleaning	
Adopt good hand hygiene practices.	Shaking of hands to be actively discouraged at Club meetings.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser to be provided and its use encouraged at entrance door to the Club's designated meeting room.
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.	Stock of bathroom hand soap and paper towel to be checked before each meeting and supplemented if required.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	Members will be encouraged to bring their own snacks.
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.	Provision of shared foods at meetings to cease until COVID-19 restrictions are lifted. Members may purchase individual pack of chips, nuts or similar individually packaged foods.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Only disposable plates to be provided.
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.	All chairs and tables to be cleaned down prior to and after meetings with viricide cleaning agent.
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.

Hygiene and cleaning	
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Disposable gloves and viricide cleaning agent to be made available at meetings for any person requesting them
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Club committee will use and share Glen-20 viricidal spary which is listed on the Australian Register of Therapeutic Goods (ARTG) for effective use against the COVID-19 virus.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Disposable gloves will be used by those members arranging and cleaning meeting furniture before each meeting. Hands will be washed before and after with soap and water.
Encourage contactless payment options.	Not applicable. Club meeting raffles and cash payment for raffle tickets will cease until restrictions are lifted.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors where practical 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.	All members attending club meetings are required to register attendance in the club attendance book. Records are kept indefinitely.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Club members will be encouraged at meetings to download and activate the COVIDSafe app.
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.	Contact Club President, Mark Formosa.