

COVID-19 Safety Plan

15 June 2020

Effective 13 June

Community centres and halls – Hire of premises

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

BUSINESS DETAILS	
Business name:	Gordon-Pymble Uniting Church (GPUC)
Plan completed by:	Nicola Robinson / Brian Gill
Approved by:	Church Council

> 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.	On entering the premises, staff, volunteers and visitors must sign an attendance register and confirm, before admission, that they are well and have no COVID-19 symptoms and will immediately report them if any appear.
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.	A PowerPoint presentation and information pack have been given and discussed in a meeting of staff on Zoom.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Council's GPUC policy on staff pay and leave during the Coronavirus epidemic has been provided to staff.
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.	At both sites there will be minimal unlocked external doors. Those doors to have attendance register and hand sanitiser. Posters on doors re social distancing. Conditions will be uploaded to GPUC website and Facebook. Signs with maximum number of occupants per room located at entrance to every room in the buildings.

Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Restaurants and cafes. 	N/A
REQUIREMENTS	ACTIONS
Physical distancing	
Ensure capacity does not exceed one person per 4 square metres.	Both sites will observe the NSW Govt criteria. COVIDSafe Responsible Persons / COVIDSafe Wardens (<i>Wardens</i>) appointed and will oversee physical distancing and capacity not exceeded. Hirer of room/hall to notify clients and carers in writing of maximum capacity, hygiene and social distancing requirements. Carers must not remain inside and must observe social distancing outside. Hirers' classes confined to using entrance access, hired room/hall and specified toilet.
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.	Maximum permissible occupants of room/hall on sign at room/hall entrance. To be included in hire agreement with hirer. Wardens to make spot checks of classes and attendance register for class to be checked.
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.	To be included in hire agreement with hirer. Spot checks to be made by Wardens.
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.	For the time being, only those participating in an activity will be allowed to enter buildings and no one to gather illegally outside. Spot checks to be made by Wardens.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Every room in buildings has only the number of chairs available in the room as there are permissible occupants; others roped off.
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.	To be included in hire agreement with hirer and spot checks to be made by Wardens.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Signs placed around the buildings promoting this. All rooms have been measured and maximum numbers of occupants calculated. Signs in English, Mandarin and Korean. Hirers will be made aware of these rules and required to submit acceptable COVID Safety Plans before (re)commencing.
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.	Kitchens initially to be out-of-bounds. Signs placed at kitchen entrances. To be included in hire agreement with hirer and spot checks to be made by Wardens. Any sustenance for classes to be brought in by hirer and clients. Furniture in kitchen and other rooms moved to maintain 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.	Not applicable except for toilets. Signs placed on toilet entrance doors.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	Where practical, use of rooms/halls will be staggered to assist social distancing and cleaning. Shower and change rooms unavailable. Hirer will be requested to encourage clients to change at home where possible.
Use telephone or video for essential staff meetings where practical.	Complying with this.

Review regular business deliveries and request contactless delivery and invoicing where practical.	Complying with this.
REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Notices displayed in all bathrooms, kitchen and external doors in English, Mandarin and Korean. Social distancing signs limiting numbers in bathrooms. Bins at bathroom doors so paper towels can be used to open and then place towels in bin. Hirers asked to sanitise door handles etc of rooms used at start and finish. Where practicable, doors to be opened and shut without use of hands.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Done. Hirers will be requested to bring sanitisers too.
Ensure bathrooms are well stocked with hand soap and paper towels.	All have been purchased. Removed towelling towels and purchased paper towel dispensers for Pymble site (already installed at Gordon site).
Provide visual aids above hand wash basins to support effective hand washing.	Done.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	To be included in hire agreement with hirer and spot checks to be made by Wardens
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
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	To be included in hire agreement with hirer, if relevant, and spot checks to be made by Wardens. Crockery and utensils washed in commercial dishwasher at end of each day.
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.	Professional cleaner to come in at least daily. Hirer agreement will require hirer to clean, at the end of the session, everything touched by class while on the premises. Cleaning to be as per safe work australia's guide <i>How to clean and disinfect your workplace</i> (30 April 2020) at https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Will be done if and when applicable.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Hirer and clients to provide own equipment.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Cleaning products have been purchased. Spray bottles for each room filled with detergent, and paper towels for wiping.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Has been done and requirement will be included in agreement with hirer.
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 done.
Encourage contactless payment options.	Hirers are sent invoices and pay by bank transfer.

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.	Attendance sheets printed for both sites. Provided at each unlocked entrance to the building. To be collected regularly and stored for 28 days in filing cupboard in locked office. A list of instructions, on what to do when entering and leaving the building, to be alongside attendance register.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Staff encouraged to use app, and hirers will be encouraged to do likewise.
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 be done.
REQUIREMENTS	ACTIONS
Other	
Obtain satisfactory hirer's COVID-19 Safety Plan before commencement of hire	Review hirer's COVID-19 Safety Plan. Amend hire agreement to require compliance with hirer's COVID-19 Safety Plan and specific operational requirements, eg use of equipment, cleaning of flooring.
Oversee and monitor compliance with this Plan and hirers' Covid-19 Safety Plans	Wardens appointed
Ensure that appropriate action is taken if the buildings are visited by a person reasonably suspected of being infected with COVID-19	COVID-19 Outbreak / Incident Plan developed as per the attached Safe Work Australia information sheet. (See further details at https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/hospitality/covid-19-your-workplace?tab=tab-toc-employer#heading--1--tab-toc-what-action-should-i-take-if-i-suspect-someone-at-my-workplace-has-the-virus-or-has-been-exposed?%C2%A0 and outline below)

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044

