

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	South Coast Country Music Association Inc.
Business location (town, suburb or postcode)	Harry Graham Drive Mount Kembla NSW
Select your business type	
Community centres and halls	
Completed by	Keiran Shepherd
Email address	shepkap1@bigpond.com
Effective date	11 October 2021
Date completed	12 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Entry will only be allowed if the member or visitor

- a) Has had two Covid 19 vaccinations, showing proof of vaccinations (or accepted exemption)
- b) Has not been ill recently with cold or flu symptoms.
- c) Has not been a close or casual contact with anyone who is Covid positive
- d) Temperature reading must be less than 37.5 degrees C

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Provide details of

- a) When to get tested (if feeling unwell or in contact with a Covid positive person)
- b) Physical distancing rules as per NSW Health guidelines
- c) Wearing of face masks as per NSW Health guidelines
- d) Hand sanitising and cleaning of surfaces as per NSW Health guidelines

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Approved signage displayed at all points of entry

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Conditions of entry notices at all points of entry, staff at all points of entry to check vaccination status, or exemption form from medical practitioner

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Group classes and group activities at indoor recreation facilities must not exceed 20 persons.

Note: Indoor swimming pools can only open for swimming lessons, squad training, lap swimming, and rehab activities.

Agree

Yes

Tell us how you will do this

Seating has been set out to allow 1.5m between persons based on the one person per 4 square metre rule

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**

- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

- a) 1.5m markings have been placed where queing is necessary.
- b Floor markings for seat positioning have been made at 1.5m spacing
- c)Staff have been instructed to remain 1.5m apart from each other

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Supervision at points of entry will eliminate this and reminders from staff when inside the premises

No change rooms are at the premises, other areas (toilets, kitchen, stage area) have signage to indicate numbers allowed.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Supervision in external areas by volunteer staff

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Patrons will be advised that singing is not permitted from the audience. The Master of Ceremonies will announce this several times during each event.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

During an event, the emergency exit doors will be opened wherever possible (depending on the weather conditions). This will provide fresh air and the ceiling fans will be turned on to provide air movement in the auditorium

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

This is not really possible for our performances, however the consumption of food and

beverages is encouraged to be taken outside.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

As indicated above, opening exit doors and turning ceiling fans on

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

There are no mechanical ventilation systems installed, however ceiling fans will operate to aid air circulation

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Not applicable

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We are restricted to fans and open doors

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt, unless they are participating in an indoor gym class or dance class

Agree

Yes

Tell us how you will do this

Signage indicating face masks are mandatory (as per NSW Health guidelines)
Staff at entry points to enforce this rule.
Mask exemption documents accepted

No gym sessions or dance classes held at this venue

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Notices regarding hand hygiene practices are posted throughout the venue.
Hand sanitiser is provided

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

Agree

Yes

Tell us how you will do this

Toilets areas are stocked with soap dispensers and paper hand towel. Waste bins are emptied regularly.

There are no hand dryers

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

Surface cleaning is carried out before and after the venue is used.

Every performer must provide their own microphone . The microphone stand, leads and other shared equipment is wiped down between each performer.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

QR Code "check in" is available at the venue (Community Hall), patrons are encouraged to use it upon entry

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR Code check in sheets are available at point of entry to the venue

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

It is a requirement of Wollongong City Council that all visitors to the Community Hall must sign in a log book when entering the venue.

This is in addition to the QR Code code check in

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 are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

The venue is hired for private use, (parties, re-unions etc).

The same set of rules will apply to their patrons

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

Yes