

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	South Coast Country Music Association Inc.
Business location (town, suburb or postcode)	Harry Graham Drive Mount Kembla NSW 2500
Completed by	Keiran Shepherd
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Effective date	20 November 2020
Date completed	25 November 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All reasonable care to ensure volunteer members acting in a working capacity are not placed in a position where they come into contact with a person carrying the Covid 19, by using PPE , hand sanitiser and social distancing.

All persons entering the Community Hall will have their temperature taken and those with a higher temperature than 37.5 deg. Celsius will not be granted entry.

All persons entering the Community Hall will register their attendance either by scanning the Q.R. code and signing the attendance register showing their name and phone contact or "Email" address.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Training of volunteer workers (club members) will be carried out by the Covid Marshall prior to working in a volunteer capacity.

All bands utilising the facility have been trained in procedures in accordance with our original covid plan & where changes occur they will be refreshed.

Persons hiring the hall will be trained by the Covid Marshall or the Hall Manager on their responsibilities and requirements.

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

Leave entitlements are not applicable as our organisation only operates with volunteers. Any member or guest required to self isolate will do such as per NSW Health requirements and will not be permitted to attend any event at the facility.

Display conditions of entry (website, social media, venue entry).

Conditions of entry will be posted on the Club website immediately our Covid plan is approved/registered with NSW Health Dept.

Our Covid plan will be posted inside the entry door to the Community Facility for all to read.

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

- **Swimming pools**
- **Cinemas and theatres**
- **Corporate events (if hiring out space)**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

The Hall Manager or Covid Marshall will ensure external hirers are aware of the

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.

Specific limits apply for weddings (150 patrons), and funerals, memorial services and gatherings after such events (100 patrons). Ensure no more than 30 people per table, and that attendees remain seated for the event as much as possible.

The 4 sq. metre per / person rule still applies to our facility
All persons within the facility will maintain the 1.5 metre rule between persons

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.

The 4 sq. metre per / person rule still applies to our facility
All persons within the facility will maintain the 1.5 metre rule between persons

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.

Seating has been established to maintain the 1.5 metre distancing requirements by placing markers on the floor for each seat.

Persons attending the facility shall remain seated except for toilet breaks etc.

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.

Entry to the main stairs has been divided to allow social distancing and is marked with

arrows for entry & exit

Seating has been established to maintain the 1.5 metre distancing requirements by placing markers on the floor for each seat.

A 1.5 metre walkway has been allowed for on the eastern side of the main hall.

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, and also of staff in meeting or break rooms.

The Covid Marshall for the day or a volunteer will advise attendees of their social distancing requirements. Drop off zone for disabled persons. All other car parking will be in the car park

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

Floor markers will be placed on the floor to show the 1.5 metre spacing of persons when queuing

Seating has been established to maintain the 1.5 metre distancing requirements by placing markers on the floor for each seat.

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

Supervisors will ensure social distancing - no sharing of food or equipment

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Not applicable to our organisation

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

Toilet facilities are already sign posted indicating the maximum number of persons allowed within.

Use telephone or video for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a

face mask if practical.

Committee meetings are held monthly and committee members social distance using the markers placed on the tables.

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

Deliveries are not applicable to our organisation

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 to our organisation

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners.**

Not applicable to our organisation

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser is placed at the entry to the facility and hand washing facilities are available in the toilet areas.

Posters from NSW Health are displayed advising of correct hand hygiene

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

ground.

Sanitiser is placed at the entry to the facility and hand washing facilities are available in the toilet areas.

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.

Soap and paper hand towel is available in all toilet areas
NSW Health hand washing guidelines are posted in the toilets

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

All food must be brought in to the facility and all rubbish removed when leaving

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.

All food must be brought in to the facility and all rubbish removed when leaving.

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

No cutlery or crockery is available on site and if required must be brought in to the facility and removed when leaving

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.

Surfaces on high use areas such as toilet door handles etc. to be cleaned several times during functions.

Tables or touched surfaces also to be cleaned regularly (dependant on usage)

PPE (gloves etc.) provided

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

Not applicable to our organisation

Reduce sharing of equipment where practical and ensure these are cleaned with

detergent and disinfectant between use.

All singers must bring their own microphones - no using a microphone that has been used by another person.

The microphone leads & stand must be cleaned after each use by an individual and prior to use by another entertainer.

A 3 metre gap will be imposed between singers and any musician or audience attendee

No singing or dancing permitted

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

PPE is provided on site

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

Suitable disinfectant and hand sanitiser complying with NSW Health requirements is available on site

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

Good hygiene is practiced

Encourage contactless payment options.

EFT encouraged where possible

We do not have contactless payment options for family days etc. and volunteer staff will use approved gloves to conduct monetary transactions

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

Doors can be opened and ceiling fans operated when numbers of people are present.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Q.R. Code is available at entry point and for those who are not able to utilise this function an attendance book is provided.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Manual records are stored on site at the community facility.

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

The members will be made aware of the Covid safe app. by inclusion on our web page and via the next club newsletter.

Community centres and halls should consider registering their business through nsw.gov.au.

We have already done such and hold a registration.

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.

We agree to advise immediately and provide information as requested

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

Yes