

# **TEMPLATE : Community centres and halls COVID-19 Safety Plan**

This is a **template only**, as a guide to the COVID safe practices expected from User of the Glebe Hall at 37-47 St John’s Rd, Glebe under the responsibility of Sydney Presbytery, UCA.

These will be the minimum requirements and each User is to consult this as a guide to form their own control measures within their own plan, unique to their event.

Before any use of the Glebe Hall (Herein called the hall) occurs, a plan must:

1. Be documented on the current version of the Community centres and halls is form issued by NSW Health
2. Signed off by a Representative of the Presbytery Property Committee, Sydney Presbytery, UCA.

This general advice is current as at 14/12/2020 and does not guarantee a specific event plan will be authorised; yet is intended to fast track that process.

High energy dance, such as Zumba or similar classes as well as low impact exercise such as yoga are not permitted at this stage. This will be reviewed again in February 2021.

The link to the most recent Government template for Hall is found here

https://www.nsw.gov.au/form/covid-safety-plan/community-centres-and-halls

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BUSINESS MANAGER / SYDNEY PRESBYTERY

And

Presbytery Property Committee Member

TEMPLATE : Community centres and halls COVID-19 Safety Plan

# **Wellbeing of staff and customers**

***ITEM 1***

***Exclude staff, volunteers and visitors who are unwell.***

Any who are unwell are not permitted to attend the premises.

Greeter at the door must ask “Are you feeling well” before people are allowed to enter.

Any who have been in contact with people awaiting a Covid 19 test result are not permitted to attend the premises.

The Lead Organiser is responsible for these actions.

***ITEM 2***

***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.***

Circulate prior or communicate on the day, the current Department of Health guidelines on testing and physical distancing to all participants.

One person at the event to take responsibility for cleaning (dealt with in later sections).

The wearing of a face mask is strongly recommended yet not mandatory at this stage.

Managing sick people has been outlined above.

***ITEM 3***

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

Comment if this event has any paid staff and the relevance of entitlements.

If unwell or needing to self-isolate do not to attend the premises in person. They may attend via zoom or absent themselves.

***ITEM 4***

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

Conditions of entry circulated to participants and reinforced at the beginning of the event.

Posters displaying conditions of entry are to be pinned at the entry points of the building.

The Building Owner also has relevant signage displayed.

***ITEM 5***

***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.***

This COVID plan is not designed for any of the above types of events.

If required, a separate plan will be formed in conjunction with the Building Owner. Those events will not take place until an authorised plan by Sydney Presbytery has been completed.

# Physical distancing

***ITEM 6 – AMENDED 1 DECEMBER***

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

Capacity at wedding services and receptions must not exceed 300 guests, or one guest per 4 square metres indoors and one guest per 2 square metres outdoors, whichever is the lesser.

Capacity at funerals, memorial services and gatherings after such events must not exceed 300 guests, or one guest per 4 square metres, whichever is the lesser.

Ensure no more than 30 people per table, and that attendees remain seated for the event as much as possible. Children count towards the capacity limit.

This COVID plan is not designed for any of the above types of events – i.e. weddings or funerals.

If required, a separate plan will be formed in conjunction with the Building Owner. Those events will not take place until an authorised plan by Sydney Presbytery has been completed.

The Hall capacity will be strictly adhered to. The capacity is posted on entry door and capped at 40 people (including children) using the 4 square metres rule.

Should any attendees arrive greater than this number they will be asked to leave by the Lead Organiser.

The event will not commence until the required attendee numbers are aligned with the safe practice numbers.

***ITEM 7***

***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.***

This COVID plan is not designed for any of the above types of events.

If required, a separate plan will be formed in conjunction with the Building Owner. Those events will not take place until an authorised plan by Sydney Presbytery has been completed.

There are no multiple rooms or space available for this event in the Hall.

The Lead Organiser will ensure any participants comply with 1.5 metres physical distance rule where practical, such as through staggered seating. People who live in the same household are not required to distance.

Tables and chairs if used will be staggered throughout the hall ensuring that 1.5 metres physical distance is established.

Item 7a – New for December 2020

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.

Tables and chairs if used will be staggered throughout the hall ensuring that 1.5 metres physical distance is established. It is noted that the same households do no need to distance.

The Lead Organiser will ensure the required physical distancing requirements are fulfilled for the duration of the event

Item 7b – New for December

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.

Tables and chairs if used will be staggered throughout the hall ensuring that 1.5 metres physical distance is established. It is noted that the same households do no need to distance.

If the kitchen is not to be used this area will be blocked off. If the Kitchen is to be used outline how the distancing requirements will be met

The Lead Organiser will ensure the required physical distancing requirements are fulfilled for the duration of the event

***ITEM 8***

***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 Lead Organiser will ensure no one congregates in foyer, kitchen or carpark before or after use of the hall.

There are no separate staff or break rooms connected with the hall.

***ITEM 9***

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

The Lead Organiser will ensure via communication on the day and suitable indicators direct movement in and out of the hall.

All will be required to maintain a distance between each other of 1.5 metres.

***ITEM 10***

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

There is a kitchen connected to the hall.

If used

Comment on how ***appropriate physical distancing*** will be achieved and by who to monitor / enforce

If not used – state so for eg:

No refreshment facilities are available, and this the kitchen area will be blocked off and signage will inform users of the hall that this area is not to be accessed.

***ITEM 11***

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

Those type of facilities are not connected with this event.

Item 11a – New for December

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

Those type of facilities are not connected with this event.

***ITEM 12 – amended at December***

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.

Comment as appropriate. State if meetings are required and that they are happening off the premises using Zoom, email, video, and telephone connections.

Refer to your stance on face mask

Refer to Item 7 for distancing safe practices

***ITEM 13***

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

The event does not require deliveries to the hall.

***ITEM 14***

***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.***

Comment as appropriate. State if there is or is not staff and students.

State ***good hygiene practices*** (see below item 16)

State that the documented practices chosen will be followed by all, overseen by the Lead Organiser

***ITEM 15***

***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.***

This COVID plan is not designed for any of the above types of events.

If required, a separate plan will be formed in conjunction with the Building Owner. Those events will not take place until an authorised plan by Sydney Presbytery has been completed.

# Hygiene and cleaning

***ITEM 16***

# ***Adopt good hand hygiene practices.***

The Lead Organiser will remind all participants of the following:

* Clean your hands with soap and water for 20 seconds or use an alcohol-based hand sanitiser.
* Cover your nose and mouth with a tissue when coughing and sneezing or use your elbow
* Stay home if you have cold or flu like symptoms.
* Avoid touching your face and avoid shaking hands with others.
* Maintain 1.5 metres from others & avoid crowded places.
* Encourage participants to bring their own water bottle and snacks and encourage eating outside if practical.

The Building owner also has hand washing technique signs displayed within the toilets.

The Lead Organiser will provide their own hand sanitiser for their event.

Item 16a – New for December

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

The Lead Organiser will provide their own hand sanitiser for their event. This will be stored at the entry door and (name the other locations)

Item 16b – New for December

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.

The building owner is responsible for this control measure and has sufficient stock of hand soap and paper towels. Additional supplies can be obtained from the lower ground basement if required.

The Lead Organiser will ensure this matter is addressed

All bathrooms do have visual aid displayed as per techniques outlined by the World Health Organisation

Item 16c – New for December

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

The Lead Organiser will communicate this to the event attendees. No activity involving exercise mats is currently allowed in the hall

All Eating is preferable to be undertaken outside

Item 16d – New for December

No self-serve buffet style. If food is provided or share-style, one person should be allocated to serve food and practice hand hygiene before and after service.

The Lead Organiser will communicate this to the event attendees.

No activity involving self-serve buffet food is allowed in the hall

Comment on what control measures you will have for share-style (tongs, gloves, mask etc

***ITEM 17***

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

The kitchen facility does have cutlery and tableware available.

If used - state, the Lead Organiser will ensure it is wash with detergent and hot water prior and post use.

OR state it will not be used.

***ITEM 18***

***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.***

Tables surfaces, chairs and doorknobs will be cleaned prior to, and after use.

The Lead Organiser will see this done and provide the necessary materials

All cleaning to be done with hospital grade detergent, then wiped with disinfectant

Toilets, basins and kitchen sink and benches will be wiped and cleaned regularly before and after it has been used for the day.

The Lead Organiser will see this done and provide the necessary materials

Item 18a– New for December

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

This is not a permitted use of this Hall

***ITEM 19***

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

Where practical participants will be required to use their own personal equipment and avoid sharing. In cases where this is not possible, equipment used by more than one person must be sanitised between users.

A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth.

***ITEM 20***

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

The Lead Organiser will ensure that there is a sufficient supply of the following, every time their event is run: Sanitiser, detergent, disinfectant, cleaning cloths, disposable gloves, and disposable face masks.

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

Glen 20 Disinfectant Spray is a recommended spray as final touch up after the cleaning.

Item 20a– New for December

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

The Lead Organiser will provide professional disinfectant solution for cleaning pre and post the event. These solutions will be used as per the manufacturer’s directions and safety data sheet (if applicable)

***ITEM 21***

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

Those cleaning are required to wear gloves when cleaning/reorganising furniture and will be directed to wash their hands before each action and when finished.

***ITEM 22***

***Encourage contactless payment options.***

Comment as appropriate - OUTLINING: Who / how / what for

If some form of cash handling is done, clearly outline the control measures which could include:

* wearing gloves and directed to dispose of the gloves at the completion of the exchange.
* Leaving a collection basket in open view without any need to pass it around
* Wearing a mask if there is interaction closer than 1.5m

Item 22a– New for December

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).

The Hall has several doors which can be opened to allow air flow

The Lead Organiser is to assess and comment as appropriate for the event

# Record keeping

***ITEM 23 Updated in December***

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.

Participants will be asked to record their attendance by scanning the Service NSW app or a physical sign in sheet.

Should manual records be taken the Lead Organiser must state in the plans the above requirements will be meet

* Held for at least 28 days.
* electronic format within 12 hours.

Data of attendees using a data sheet will be kept electronically and confidential by the Lead Organiser for a minimum period of 28 days.

These records will be made available to the Uniting Church if requested and only used for COVID related investigations.

The Building Owner has registered the site and a QR Code poster is available on site.

Item 23a– New for December

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.

***ITEM 24***

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

The Lead Organiser will advise all participants of the COVIDSafe app and the benefits of its use

***ITEM 25***

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

The Building Owner has registered this hall

***ITEM 26***

***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.***

The Lead Organiser will

1. cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19
2. notify SafeWork NSW on 13 10 50 and.
3. Advise the building owner via covidsafe@sydneypresbytery.org.au if either of the above two (2) entities are contacted / make contact

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