

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Pearl Beach Progress Association Inc.
Business location (town, suburb or postcode)	Pearl Beach NSW 2256
Completed by	Vic Clarke
Email address	secretary@pearlbeachprogress.org.au
Effective date	15 October 2020
Date completed	16 November 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Sign at entrance stating no admittance to those who are unwell.

Group coordinators / class instructors are responsible for compliance in their groups

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.

All group coordinators / class instructors have been supplied with appropriate rules. Posters with required rules displayed. Symptoms and testing venues displayed in the hall.

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

Not applicable - No staff

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

Conditions of Entry -

No entry if you are unwell.

Hand sanitiser provided in the entry must be used on arrival and departure.

Everyone attending the Hall must check-in using the Service NSW QR code and app OR write their full name and contact details on the attendance sheet.

Everyone must socially distance - 1.5 metres from each other.

Limit on Numbers -

Maximum of 37 people seated in the hall.

Maximum of 20 people for yoga / exercise classes plus instructor.

Only 4 people are allowed in the kitchen at any one time.

Maximum of 10 people seated on the back deck.

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.

Swimming pools and cinemas - Not applicable

Event specific Covid-19 Safety Plan will be created if any weddings, funerals or corporate

events are to be held.

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.

Maximum number of people seated is 37 based on the 4 square metre rule.
Maximum number seated on the back deck is 10

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.

Maximum number for yoga and exercise classes is 20 plus instructor.
Exercise instructors have been made aware of the necessity for social distancing.

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.

Not applicable - not currently running any spectator events

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.

No fixed seating in place. Chairs & tables will be set out to support 1.5 metres physical distance when used.

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.

Sign outside requesting social distancing while waiting admittance.

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

No queueing other than at entry to sign attendance form.

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

Maximum of 4 people allowed in the kitchen at any one time.

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

Not applicable - no showers or change rooms

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

Not applicable - no showers or change rooms

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.

No staff meetings.

Online meeting option is available for Executive Committee and General Meetings to allow members to attend the meeting online.

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

Not applicable - no deliveries other Australia Post mail.

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 - no education programs

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 - no high energy classes run.

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser is provided at the hall entrance and in the kitchen.

All chairs and tables to be wiped down with anti-bacterial wipes following use.

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

Hand sanitiser is available at the hall entrance and in the kitchen.

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.

Paper towels and soap checked weekly.

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

Participants provide their own water, towels and exercise mats.

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.

Coffee and tea, when provided is served by two people only, who wash their hands and use sanitiser before and after serving.

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

A commercial grade dishwasher is used.

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 tables and chairs used are sanitised after use before being put away.

Kitchen benches, light switches, door handles and heater switches are sanitised regularly.

Commercial clean weekly.

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

Not applicable - no high intensity classes

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

Mahjong tiles are sanitised after each session.

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

Sanitising wipes are available alongside hand sanitiser in the hall entry and in the kitchen.

Disposable gloves are also available.

Detergent and disinfectant are available in the kitchen.

Disinfectant solutions need to be maintained at an appropriate strength and used in

accordance with the manufacturers' instructions.

Due to the small areas involved, the sanitising wipes with >70% alcohol.

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

Disposable gloves are provided for this purpose.

Hand washing facilities available in kitchen and toilets.

Encourage contactless payment options.

Some class instructors have contactless payment systems while other community groups charge very small amounts of money per person.

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.

Each community group coordinator / class instructor collects attendance information which is then collated and entered into a spreadsheet to be held for at least 28 days. Service NSW QR code is available and is the preferred method of check-in to the hall.

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

An App poster is on display in the hall entry.

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

Community Hall is registered.

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 comply with NSW Health requirements.

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

Yes