

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Pearl Beach Progress Association Inc
Business location (town, suburb or postcode)	9 Diamond Road, Pearl Beach NSW 2256
Select your business type	
Community centres and halls	
Completed by	Vic Clarke
Email address	secretary@pearlbeachprogress.org.au
Effective date	11 October 2021
Date completed	10 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

No staff.

Conditions of Entry Notice at the entrance states No Entry if Unwell

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

No staff. However all Community Group coordinators, Exercise Class instructors and Event organisers have been supplied with appropriate rules including the link to the Pearl Beach Progress Association's Business Online Check-in Form webpage, which is to be used by hall attendees who are unable to scan the Service NSW QR code.

Posters with required rules are displayed at the hall, including physical distancing.

Symptoms and testing venues are displayed in the hall.

Conditions of Entry Notice includes information on physical distancing, masks and cleaning of equipment.

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

Conditions of Entry Notice displayed at entrance alongside the Service NSW QR code -
No entry unless fully vaccinated against Covid-19

No entry if unwell.

Anyone entering the hall must use hand sanitiser.

Everyone must check-in using the Service NSW QR code or the Business Online Checkin Form, no hand written lists are to be used.

Face masks must be worn.

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, 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 work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Conditions of Entry state that - No Entry is allowed unless you are fully vaccinated against Covid-19

All Regular Hirers of the hall and Community Group organisers have been advised that all persons using the hall must be fully vaccinated and that they are responsible for checking.

Proof of vaccination / condition of entry poster to be displayed at entrance.

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: Gym and dance classes 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

The Limit on Numbers is displayed on the Conditions of Entry Notice.

Based on the size of the hall and applying the one person per 4 square metres rule the

maximum number of people allowed in the hall is 37

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

Markers at the entrance to the hall at 1.5 metre distance.

Notices inside the hall reminding people to keep 1.5 m apart

No staff

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

Not applicable - no showers or change rooms

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

Agree

Yes

Tell us how you will do this

Markers at the entrance to the hall at 1.5 metre distance, to promote distancing while waiting to enter the hall.

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

No singing or dancing allowed under current Covid-19 rules.
No events involving singing or dancing are currently planned.

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

When possible the front door, side fire doors and rear side door to the hall will be left open to increase ventilation.
Windows will be opened

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The rear deck provides an outdoor covered area which can be used for meetings or other small group activities rather than using inside the hall.

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

Agree

Yes

Tell us how you will do this

When possible the front door, both side fire doors and rear side door to the hall will be left open to increase ventilation.

Windows will also be opened to create a cross flow of air

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

No air conditioning is installed in the hall.

A roof extractor fan is installed which can be used to help air circulation from outside

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 - no air conditioning system installed.

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

Not applicable - no air conditioning system installed

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

Conditions of Entry Notice states that Face Masks must be worn at all times including at Exercise classes including Yoga, Pilates and Stretch classes.

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

Agree

Yes

Tell us how you will do this

Hand santiser is provided at the entry to the hall and in the kitchen.
Conditions of Entry Notice states that hand sanitiser must be used on both arrival and departure.

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

Agree

Yes

Tell us how you will do this

The hall including the toilets are cleaned weekly and supplies checked

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

Conditions of Entry Notice states that all chairs and tables must be wiped down with sanitising wipes after use.

The hall is typically only used once or occasionally twice per day with users wiping down after use.

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

Everyone must check-in using the Service NSW QR code or the Business Online Check-in Form provided by Community Group coordinators, Exercise Class instructors and Event organisers.

Conditions of Entry Notice states that - no hand written lists are to be used.

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 codes are displayed at the hall entrance before the doors and on the entry doors. Additional QR codes are displayed on the desk inside the entrance and on the inside notice board.

Additional QR code laminated sheets are available in the office to be used outside e.g. at a BBQ in front of the hall.

Community Group coordinators, Exercise Class instructors and Event organisers are responsible for ensuring that visitors to the hall check-in and are fully vaccinated.

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

The Progress Association's - Business Online Check-in Form has been provided to all Community Group coordinators, Exercise Class instructors and Event organisers to allow check-in if someone does not have a phone or internet connection.

The group organiser can connect to the internet via the hall WiFi system.

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

No sub-premises

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

Yes