

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



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	U3A Sapphire Coast - Tura Beach Centre
Business location (town, suburb or postcode)	Tura Beach NSW 2548
Completed by	Linda McMorrow
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Effective date	7 December 2020
Date completed	11 December 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All members and course leaders are asked not to attend the class if they are unwell. All members are required to acknowledge and sign that they have no COVID-19 like symptoms upon entry into the centre.

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.

Documents and posters provided detailing when to get tested, distancing required, the

maximum numbers allowed in the area, cleaning required at the end of each class as well as the management of a sick member

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

N/A U3ASC is operated entirely by volunteers

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

Conditions of entry for all members are emailed to the members as well as listed on the front door. The maximum number of people the centre can accommodate is also identified on the front door.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

There are no other venues or facilities within the premises

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

This venue does not take bookings for weddings or funerals.

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.

The capacity of the centre will not exceed 1 person per 2 sq m. Given the centre is 58 sq m a maximum of 24 people will be permitted at one time. The sign in sheet will only allow space for 23 signatures assuming 1 course leader will be present as well.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.

1.5m physical distancing will always be encouraged. Signs are displayed requesting all members to maintain a 1.5m distance from each other and several 1.5m rulers are on display to reinforce the actual distance.

Support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.

1.5m physical distancing will always be encouraged. Signs are displayed requesting all members to maintain a 1.5m distance from each other and several 1.5m rulers are on display to reinforce the actual distance.

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.

Members will be advised not to gather at the entrance and a sign will reinforce that message. Members will also be reminded to maintain their 1.5m physical distancing.

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

Signage to indicate only one person should enter the office at a time to sign in. Signage to remind members to remain 1.5m apart is displayed

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

The kitchen will not be used and signage will reinforce that.

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

Any member using the toilet must sanitize the area before they leave the toilet area and a cleaning protocol is provided to explain the cleaning required..

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

N/A as there are no communal areas.

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.

Zoom meetings are offered by U3ASC for use where appropriate

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

N/A as deliveries do not occur.

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.

N/A

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.**

N/A no high energy classes occur

Hygiene and cleaning

Adopt good hand hygiene practices.

Posters detailing good hand hygiene practices are displayed.

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

Hand sanitizer is available at the entrance and throughout the centre

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.

Hand soap and paper towels are provided as well as bathroom cleaning products. A hand washing poster is on display.

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

All members are informed that they need to bring their own refreshments and take any rubbish home with them.

Signs are displayed to reinforce this requirement.

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.

Food is not provided

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

Cutlery is not used and any tables used are sanitized at the end of every class.

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.

Members are informed that all surfaces must be cleaned at the end of each class with disinfectant spray cleaner. A cleaning protocol must be signed off at the end of each class to ensure the cleaning is carried out.

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

High intensity classes do not occur.

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

Sharing of equipment does not occur.

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

There will be no visitors to the centre - only class participants.

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

Disinfectant solutions are maintained at appropriate strength, used in accordance with the manufacturers' instructions and is readily available

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

Any person cleaning or moving furniture will wear gloves and will wash their hands thoroughly before and after cleaning. Gloves are provided.

Encourage contactless payment options.

Exact money is strongly encouraged for each class that can be dropped into a container

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 doors will be left open whenever possible.

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.

A roll will be filled in for each class and will require initials indicating attendance as well as an indication they are well.

Phone numbers and email addresses are stored on the U3A database for each member.

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.

All records are stored confidentially

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

All members will be reminded of the COVIDSafe app

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

N/A

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.

U3ASC will cooperate with any NSW Health directive.

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

Yes