

> HELPING BUSINESS GET BACK TO WORK



10 June 2020

COVID-19 Safety Plan

Effective 13 June

Community centres and halls

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your venue. You may need to update the plan in the future, as restrictions and advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	City of Wollongong Brass and Wind Band
Plan completed by:	Jennifer Wilkie
Approved by:	City of Wollongong Brass and Wind Band Committee

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Place a sign on the front door stating if you are feeling unwell, please do not enter. Temperature checks will be conducted when people enter the hall
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Place posters around the hall covering these issues.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	Add to website, Facebook and on the front door of the hall.

Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Restaurants and cafes. 	N/A

REQUIREMENTS	ACTIONS
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Physical distancing	
Ensure capacity does not exceed one person per 4 square metres.	Determine the floor area for each room in the band hall and place a sign with the maximum number of people allowed in that space on the entry door.
Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 10 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per 4 square metres.	We will comply with the indoor group activity limit of 20 participants plus MD/assistants/parents (this number has been updated since this form was produced).
Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.	N/A
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.	Display signs promoting keeping 1.5m distance from others. Ensure seats are placed 1.5m apart using tape markers on the floor.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Ensure percussion instruments and chairs are placed at least 1.5m away from each other.
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..	Chain off the side walkway to ensure people are waiting on the driveway where there is more space or entering the hall rather than congregating around the women's toilet area.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Mark seat locations on the hall floor and place markers on the floor to ensure 1.5m distancing when lining up to enter the hall.
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	N/A
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	N/A
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	N/A

Physical distancing	
Use telephone or video for essential staff meetings where practical.	Phone, email and Zoom meetings will be utilised for all communication. Hybrid face to face and Zoom rehearsals may be utilised to assist those who do not feel comfortable returning face to face.
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	See below.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser will be available in the main band hall and in the back rehearsal room. This supply will be checked at least twice per week.
Ensure bathrooms are well stocked with hand soap and paper towels.	Hand soap and paper towels in bathrooms will be checked at least twice per week.
Provide visual aids above hand wash basins to support effective hand washing.	Laminated instructions on how to wash and sanitise hands will be placed in the bathrooms above the basins and next to the hand sanitising stations.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	Participants will need to bring their own "condensation towels" (spit rag) and a plastic bag to place this in following rehearsal.
No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.	N/A
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Tea/coffee and biscuits after rehearsal will be on hold until restrictions ease.
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.	High touch point surfaces such as door knobs will be wiped down with antibacterial wipes containing quarternary ammonium compounds before and after each group rehearsal.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	N/A

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Music stands and seats that were used will be wiped down with antibacterial wipes before and after rehearsals. Participants will be asked to bring their own music to rehearsal.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	A supply of gloves and wipes will be available for use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Ensure manufacturers instructions and guidelines are adhered to for all cleaning.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Minimal furniture reorganisation should be required once the hall has been set up. Gloves, hand sanitiser, hand soap and paper towel will be provided.
Encourage contactless payment options.	N/A

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	An attendance register will be kept of everyone who enters the hall which records the date, their name, temperature, time in and out of the hall. Anyone who has a temperature of 37.5 degrees C or above will be asked to leave and advised to obtain a COVID test
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Signs will be placed around the hall notifying them of the COVIDSafe app.
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 will cooperate with NSW Health if contacted