

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Kyogle Council
Business location (town, suburb or postcode)	Kyogle Memorial Institute - 1 Stratheden Street, Kyogle NSW 2474
Completed by	[REDACTED]
Email address	council@kyogle.nsw.gov.au
Effective date	15 January 2021
Date completed	21 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Responsibility of the Event Holders

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.

N/A

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).

Yes and Responsibility of the Event Holders

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.

Yes and Responsibility of the Event Holders

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

Yes and Responsibility of the Event Holders

Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Responsibility of the Event Holders

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Responsibility of the Event Holders

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.

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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.

N/A

Review regular business deliveries and request contactless delivery and invoicing

where practical.

N/A

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.

Responsibility of the Event Holders

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.**

Responsibility of the Event Holders

Hygiene and cleaning

Adopt good hand hygiene practices.

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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.

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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.

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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.

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Responsibility of the Event Holders

Encourage contactless payment options.

Responsibility of the Event Holders

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).

Responsibility of the Event Holders

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.

Responsibility of the Event Holders

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](https://www.nsw.gov.au).

Responsibility of the Event Holders

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

Responsibility of the Event Holders

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

Yes

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.

Yes and Responsibility of the Event Holders

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

Yes