

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



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	St Augustine Fellowship
Business location (town, suburb or postcode)	Reg Murphy Centre Elizabeth Bay Sydney
Completed by	Mark Jones (Group's treasurer)
Email address	mark@imlearning.biz
Effective date	15 January 2021
Date completed	25 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Members of our meeting will be advised that anybody feeling unwell may not attend the meeting. In the event that a member does arrive at the meeting with symptoms, they will be requested to leave, get tested and isolate themselves in accordance with government guidelines.

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.

A copy of the COVID-19 plan will be provided to all volunteers in attendance at the meeting. We will also include a reference to these requirements including getting tested, physical distancing, wearing masks and cleaning as part of our instructions at the beginning of each meeting.

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

Not applicable

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

The City of Sydney has provided an updated Hire Agreement to all hirers who must sign up to this before they can access the venue. Additional conditions have been added which cover the government guidelines on managing COVID-19. The Conditions are available on the City of Sydney website. There are also posters displayed at the entrance to the Venue advising against entering if you have any symptoms, or have visited any areas where there have been confirmed cases.

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.

We will use the QR code provided by the City of Sydney at the venue to record details of all adults and dependents attending the venue during our booking

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

Not applicable for our meetings.

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.

A distance of 1.5 m will be maintained between people attending our meetings. We will not allow more than 20 people into the meeting. During the meeting we will remind people of the requirement for social distancing.

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.**

We will maintain 1.5 meter distance between people during the meetings and not exceed the capacity of 20 people. The room will be laid out to enable social distancing to take place.

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.

Strategies will be in place to ensure that people attending the meeting use the key QR code as they enter the venue. Opening the doors 15 minutes before hand will insure there is no crowding at the door.

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

Meetings will be limited to a maximum of 20 people. Anyone over the limit will be requested to attend the meeting using zoom. Signage will be in place to remind participants to socially distance.

Ensure any communal areas where people gather, such as BBQ or kitchen facilities,

maintain appropriate physical distancing where practical.

Meetings will be limited to a maximum of 20 people. Anyone over the limit will be requested to attend the meeting using zoom. Signage will be in place to remind participants to socially distance.

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

Not applicable. The City of Sydney has clearly marked areas of the venue e.g. showers with hazard tape to let hirers know that they should not use these at the time of their booking. We will monitor this and ensure these areas are not used during the time of our booking

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

Not applicable. The City of Sydney has clearly marked areas of the venue e.g. showers with hazard tape to let hirers know that they should not use these at the time of their booking. We will monitor this and ensure these areas are not used during the time of our booking

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.

Not applicable

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

Not applicable

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

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, we do not use the venue for any high energy activities.

Hygiene and cleaning

Adopt good hand hygiene practices.

We will be providing hand sanitiser for use when entering the building. Participants will also be reminded to wash their hands and not to share cups, Food, pens and pencils.

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

We will request group members to bring their own hand sanitiser, and provide hand sanitiser for those who forget.

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.

The City of Sydney will be responsible for providing soap, hand towels and posters on how to wash hands above handbasins in the venue. The hirer will be responsible for letting the Community Venues team know if there is no soap or paper towels in the venue by calling 9265 9333 or by email to communityvenues@cityofsydney.nsw.gov.au

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

We will not be providing any tea coffee or other food during the meeting. Members

would need to bring their own if they wish to consume anything.

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.

We will not be providing any buffet style food.

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

We will not be using any items of cutlery during the course of the meeting. People will be required to bring their own, and wash them up individually, taking home their own items.

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.

Meeting organisers will bring along cleaning items to be able to wipe down touch points before and during the meeting. Gloves will be used and hands washed before and after

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

We will not be doing any high cardio activities

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

Members will be reminded to bring their own mug and spoon if they choose to use it. They will not be using anything other than the chair they are sitting in.

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

Detergent, disposable gloves and disinfectant will be available for people attending the meeting.

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

Disinfectant of the appropriate strength and cleaning materials will be available to clean the venue.

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

Those involved in cleaning the furniture and re-organising furniture will be requested to wash their hands before and after using soap and water

Encourage contactless payment options.

The meeting has switched to contactless payment with meeting attendees encouraged to make donations to a bank account using their online banking.

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).

Ventilation options in the Reg Murphy Centre will be optimised based on our ability to open windows and air conditioning.

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.

The City of Sydney has provided a venue specific QR code for use by anyone over 18 attending this booking. This is located near the entrance and within the hireable space at the venue. The hirer will ask all people, as they enter the venue or hireable area, to scan the QR code and enter their name and phone or email contact on the online form. The hirer will have a device ready to assist with reading the QR code, opening the online form and collecting details from any attendees who are unable to complete this requirement themselves.

The hirer will ensure that all attendees will scan the QR code and complete the contact

form before they are allowed to participate in the activity at the booking. The hirer understands that they will be contacted if it is found that the QR code is not used by people attending the venue for their booking and that this may mean that the hirer will be suspended from using the venue until such time as they agree to use the QR code for contact tracing purposes. The hirer will contact the Community Venues team if there is any issue with the use of the QR code

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.

City of Sydney has provided a venue specific QR code and all records collected for this venue are stored in line with the Australian Government's Privacy Policy for COVIDSafe Application and will only be released to and authorised officer from NSW Health for the purposes of contact tracing, if there is a confirmed case associated with this booking

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

We will make people aware of the Covidsafe app And its role in supporting contact tracing

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

There is no requirement for registering our business.

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 agree that if we are contacted by New South Wales health in relation to a positive case of COVID-19 we will cooperate. If we are notified by a group member of a positive case will notify the community venues team on 9265933.

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

Yes