COVID-19 Safety Plan Halls, Community Centres and 355c Hall Committees

116 Adelaide Street
Raymond Terrace NSW 2324

PO Box 42 Raymond Terrace NSW 2324

p | 02 4988 0255
e | council@portstephens.nsw.gov.au

DX 21406 | **ABN** 16 744 377 876

The Australian Government Framework for a COVID-19 Safe Australia has been implemented and the NSW Government have issued a Public Health Order that defines current restrictions in response to the COVID-19 pandemic. This COVID-19 Safety Plan has been developed in line with the 3 Step Framework and the National COVID-19 Safe Workplace Principles. To keep volunteers, workers and community members safe and limit the spread of COVID-19, hall committees are required to:

- utilise information to remind committee members and hall hirers of the risks of COVID-19 and the measures that are necessary to stop its spread.
- know current government physical distancing regulations.
- ensure the facility is regularly cleaned and disinfected.
- inform hirers they are required to comply with NSW Health guidelines.
- have signs and posters around to remind volunteers and hirers of the risks of COVID-19 and the measures that are necessary to stop its spread.

A COVID-19 Safety Plan approved by Council is required for each hall and community centre before it can be opened and used by the community. Council requires hall committees to:

1. Consider the requirements of hall hirers to amend and finalise a COVID-19 Safety Plan for your facility.
2. Use the questions and notes in this template to help with this.
3. Submit the plan to Council for approval.
4. Communicate the plan with committee members and hall hirers.
5. Review your plan regularly and make changes as necessary.

Facility Name	Hinton School of Arts Hall	
Committee Name	Hinton School of Arts Committee	
COVID-19 Safety Plan completed	Committee representative: Jason Lantry	
Date completed	8 November 2021	
Council Responsible	Annette Storr, Volunteers Support Project Officer	
COVID-19 Safety Plan Approval	Name Annette Storr	Signature 
Date approved	8/11/2021	
EDRMS number (PSC use only)	PSC2020-01131	

HALLS & COMMUNITY CENTRES

Information and Supervision

Describe what you will do		Who is responsible?
How will you make sure Committee members understand their obligations to reduce the risks posed by the Virus?	Engage with Council in regard to managing the facility. **Further information** • NSW Health is the primary source of information and health updates • Australian Government Health website is the other main source • Links to NSW Public Health Orders and restrictions • Safe Work Australia "What do I need to do to keep my workers safe and limit the spread of COVID-19?"	PSC and Committee
How will you make sure Hall Hirers and others entering the facility have information and understand what they must do to comply with the requirements?	• Provide a copy of the current COVID-19 Safety Plan to Hall Hirers / Group leaders. • Posters in the facility in regard to COVID-19 restrictions and instructions for physical distancing and hand washing. • All people attending the hall including the Committee, Hall Users and Visitors must comply with the COVID-19 Safety Plan in accordance with Public Health Orders for Indoor recreation facilities.	PSC and Committee All Users & Visitors

Well-being of staff and customers

Requirements
We agree to: • Exclude staff, volunteers and visitors who are unwell from the premises. • Provide information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning. • Display conditions of entry including requirements to stay away if unwell and record keeping. • 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.

Describe what you will do		Who is responsible?
How will you identify and consider the risks associated with opening the faciltiy?	Key things to remember when assessing and managing risks: • current Public Health Orders • hygiene and cleaning • consider the facility and its hirers and engage them in the development of this plan. • review and update the plan to make sure you keep on top of any new risks that may emerge or as public health advice changes.	PSC, Committee and Hall Hirers
What will be done to reduce volunteer and community risk of exposure to COVID-19?	Volunteers to adhere to all NSW Heath guidelines and Public Health Orders. • Volunteers and community to wear masks as per NSW Public Health Orders. • Consider timetable changes to avoid cross-over and allow extra time for cleaning. • Signage inside halls – eg wearing of masks, hygiene, sanitisation, and social distancing requirements. • People transporting hall users are suggested to remain in the car and not to enter the hall. If they do enter, they are required to complete the record keeping process specified. • Hall Users/Visitors are not to congregate outside the facility and are to leave promptly on completion of their session.	PSC, Committee and Hall Hirers Hall Users/Visitors
Response to possible COVID-19 exposure	In the event of a suspected or confirmed case of COVID-19 within the building; • Hall Hirers to contact the Committee and/or Port Stephens Council. • Committee to contact Port Stephens Council on 4988 0255. • Follow all directions from NSW Health.	PSC, Committee and Hall Hirers

Physical distancing

Requirements
We agree to: • Ensure capacity does not exceed the number of people specified below • Support 1.5m physical distancing where possible. • Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities. • Consider having strategies in place to manage gatherings that may occur immediately outside the premises.

Describe what you will do		Who is responsible?
How will you ensure physical distancing in the facility?	Know the number of people that can be in the facility (or different hire areas) based on current NSW guidelines. • Current Public Health Order states 1 person per 2 square metres • **44** people permitted inside the main hall • **17** people permitted in the meeting room  • Ensure hall hirers have a COVID Safe Plan outlining measures to ensure physical distancing. • Maintaining of distance of 1.5 metres between people	PSC, Committee and Hall Hirers

	• Posters and signs on walls and in the bathrooms. • Manage hall use to avoid overlapping usage. **Physical distancing information** • NSW Health advice on physical distancing • NSW Health Keeping everyone Safe: Physical Distancing poster	

Hygiene and cleaning

Requirements
We agree to: • Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue. • Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. • 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. • 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).

Describe what you will do		**Who is responsible?**
How will you develop and manage an appropriate cleaning schedule?	• Consider who is doing the cleaning and how frequently you clean regularly touched surfaces. • A cleaning and maintenance register to be kept on noticeboard and signed with date and time by each Hall Hirer, Contractor or Volunteer at the end of each useage period. • A cleaning checklist will be available on the noticeboard • Hirers to sanitise all items used after each session. • Volunteers more thoroughly clean the hall periodically.	PSC, Committee and Hall Hirers Hall Hirer, Contractor or Volunteer.
Cleaning and sanitising	Cleaning and disinfecting surfaces are the most effective ways of managing the spread of COVID-19. *When should cleaning be undertaken?* • Cleaners or hall hirers should clean and sanitise after each hire of the facility using a detergent, or a 2-in-1 detergent and disinfectant solution. *Focus on high contact areas such as:* • doors and handles • light & fan switches • benches and kitchen surfaces	Hall Hirers are to clean & sanitise at the end of each session.

	• chairs and tables in use • hand rails on stairs • toilets, toilet doors, kitchen and bathroom taps & handles • window areas including blind cords • playing equipment	
How will you make sure that you have enough hygiene supplies and that they are the right ones?	• The Committee will supply some sanitiser, however Hall Hirers have been requested to also supply their own. *(Alcohol based hand sanitisers with greater than 60% ethanol or 70% isopropanol is the recommended form of hand hygiene.)* • Ensure required cleaning and sanitising products are available. • Safe Work Australia health, hygiene and facilities check list.	Committee & Hall Hirers
How will you make sure hirers know where to find cleaning equipment and how to use it?	**Cleaning and hygiene information** • How to clean and disinfect your workplace guide • Safe Work Australia cleaning check list	Committee to show Hall Hirers where equipment is kept

Record Keeping

Requirements		
We agree to: • Keep a copy of this COVID-19 Safety Plan at the business premises • Ensure contact details are captured electronically upon entry to the main premises on the relevant day OR alternatively, keep a record of all persons attending the hall including name, contact number, time and date of attendance and retain this record for a period of at least 28 days.		
Describe what you will do		**Who is responsible?**
How will records be taken and retained? *QR Code for Hinton School of Arts Hall*	• A QR Code will be available at the main entrance to the Hall. • Contact details must be collected for each person using a contactless method either by using the QR code provided or taking the details of the person to limit the shared use of equipment. • Committee/Booking Officer – to record Hirers of the hall, Contractors, Committee members, Volunteers etc • Hall Hirers – to advise Committee of any schedule changes and record Hall Users during hire period Records to be retained in accordance with the NSW IPC NSW Privacy and Personal Information Protection Act 1998	Committee Hall Hirers Committee Hall Hirers