

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Multicultural Neighbourhood Centre, Inc.
Business location (town, suburb or postcode)	Lambton
Select your business type	
Community centres and halls	
Completed by	Amany George
Email address	amany@mncinc.org.au
Effective date	2 August 2021
Date completed	17 August 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Staff, volunteers, clients and visitors who are unwell will not be allowed to enter premises or attend any MNC Managed activities.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

COVID 19 information and training to staff and volunteers are already in place and in line with the MNC COVID 19 Risk and Management Plan / policy.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

We have COVID Safe QR signage in the main entry of the Premises and entry to the playgroup area. We also have COVID safe information displayed all over the premises. Conditions of entry is also posted on Facebook and What's App.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff and volunteers are encouraged to get vaccinated.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Note: Gym and group dance classes must not exceed 20 people.

Agree

Yes

Tell us how you will do this

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

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.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Maintain social distance of 1.5 meter when attending meetings
Maintain social distancing during breaks

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

Face Masks must be worn by staff, volunteers, clients and visitors of the MNC.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Cease hand shaking and hugging

Regular handwashing with either hand rub or soap and water (before using equipment, eating or drinking and after using equipment, toileting, sneezing or coughing)

Hand sanitizer on desks/sign in desk

Tissues available

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Bathrooms stocked with hand soap, paper towels and safety information and hand wash guide above hand basins.

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

Agree

Yes

Tell us how you will do this

- Adequate soap in facilities
- Adequate decontamination supplies
- Clean/disinfect desks, keyboards, radios - All
- Decontaminate common touch points e.g. door handles

As soon as parents and children enter the Playgroup area they will be requested to use hand sanitiser for hygiene. Sanitisers and bacterial wipes will be available for parents to use if needed. All paper towels etc. used will be put in rubbish bins. Soap will also be available for use as well.

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).

Agree

Yes

Tell us how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air

conditioning.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

All staff, volunteers, clients and visitors of the MNC have to sign in and out manually in the book provided as well as COVID Safe check in / out QR

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

COVID Safe QR signage in the main entry of the Premises and entry to the playgroup area. We also have COVID safe information displayed all over the premises. Staff to check phones for green tick for all people entering the MNC premises - keeping 1.5m physical distance between staff and patrons at all times.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

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

Yes