



52 Raglan Street, Manly NSW 2095

COVID-19 SAFETY PLAN (updated 10th January 2022)

Businesses must follow the current COVID-19 Public Health Orders and 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

Wellbeing of staff and families	
Requirements	Actions
<p>Exclude staff, volunteers, visitors, clients and hirers who are unwell from the premises</p>	<ul style="list-style-type: none"> ● Conditions of entry to the site are that any person showing symptoms will not be permitted entry. ● Contact tracing 'sign in' is a requirement of entry reinforcing NO ENTRY to persons showing signs of illness – QR Code registration is preferable otherwise attendees must sign in using a contact tracing register. ● Instructional signage displayed at entry and throughout the building. ● Hirers to agree with CNB Covid conditions of hire ● All hirers notified of CNB Covid 19 Safety Plan. CNB Covid Safety Plan on website. ● All areas to have signage outlining physical distancing and hygiene requirements. ● Staff showing any symptoms of COVID-19 will be asked to leave immediately and adhere to NSW Gov Health Orders around isolation and testing. ● Wearing of masks is mandatory indoors
<p>Provide staff and volunteers with information and training on COVID-19, including COVID 19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.</p>	<ul style="list-style-type: none"> ● CNB will keep informed with up to date COVID-19 advice, information and any directives issued by Health NSW. ● Staff will be educated on what symptoms to be aware of, as well as to socially distance 1.5 metres apart. ● All staff and hirers notified and provided outline of processes in line with COVID 19 ● All areas to have signage outlining physical distancing and hygiene requirements ● COVID-19 information on CNB website. ● Staff are to complete COVID Safe training before facilitating any groups ● Wearing of masks is mandatory indoors.
<p>Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable</p>	<ul style="list-style-type: none"> ● Mask wearing is a condition of entry. Posters displayed at venue entry, reception, and throughout the building

	<ul style="list-style-type: none"> • Capacity amount for reception area is displayed at the front door and inside the reception area. • Capacity of meeting and counselling rooms displayed on website and in situ. • Social distancing and hygiene posters provided throughout Centre • All visitors are required to hand sanitise and provide accurate contact tracing information on entry to the building. • QR Code system in place. Visitors are required to check in on entry to the building. Paper contact tracing is also available for those who do not have a mobile phone. • Contact tracing registers are provided in each meeting and counselling room. • Covid Safety Plan displayed on website
Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.	<ul style="list-style-type: none"> • Community Centres in Northern Beaches Council area are now open to everyone, regardless of whether you are fully vaccinated or not. You no longer need to show evidence that you are fully vaccinated to enter or use the premises. •
Physical Distancing	
<p>Support 1.5m physical distancing where practical, including;</p> <ul style="list-style-type: none"> • at points of mixing or queueing such as toilets and entrance and exit points • between seated groups • between staff 	<ul style="list-style-type: none"> • Conditions of entry available on website • Clients queuing for OzHarvest service required to stand 1.5m apart. • Max capacity limit in reception area • Staff chairs at workstations are 1.5m apart. • No of chairs limited in meeting rooms, waiting area and reception area to adhere to 1.5m rule. • Physical signage (incl conditions of entry) on site at entry points and throughout venue • It is each hirer's responsibility to ensure this rule is followed • Chairs limited in kitchen/break room.
Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.	<ul style="list-style-type: none"> • Signage throughout premises advising patrons to maintain 1.5m distance where possible and to avoid mixing, mingling or overcrowding.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> • Hirers are asked to arrive and depart as close to their booked time as possible. • Hirer's responsibility to advise attendees of the rules to minimise gatherings at one time. • Where possible, dedicated entry/exit to be used to avoid gatherings/cross over (i.e. Oz Harvest collection)

Ventilation	
Review the "COVID-19 guidance on ventilation" available at https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance (https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan	<ul style="list-style-type: none"> • Where possible encourage hirers to open windows to increase air-flow. • Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible
Use outdoor settings wherever possible	<ul style="list-style-type: none"> • Hirers must follow the current COVID-19 indoor restrictions • If they cannot follow the restrictions, they must wait until restrictions further ease until they return to community centres
In indoor areas, increase natural ventilation by opening windows and doors where possible	<ul style="list-style-type: none"> • Where possible encourage hirers to open windows or doors to increase air flow. • Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible
In indoor areas, 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)	<ul style="list-style-type: none"> • Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible
Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).	<ul style="list-style-type: none"> • CNB leases their premises from NB Council. Council's Facilities Team are up to date with schedule to clean air conditioning filters in the premises. • Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible
Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.	<ul style="list-style-type: none"> • CNB leases their premises from NB Council. Council's Facilities Team and Facility Managers have advised optimising indoor ventilation by opening doors and windows where possible. • CNB staff have identified windows that can be opened to increase ventilation where possible.
Hygiene and cleaning	
<p>Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.</p> <p>Note: People engaging in physical exercise are exempt</p>	<ul style="list-style-type: none"> • Hirers are advised and signage in place that masks are mandatory for all in attendance aged 12 years and over. • Face masks are provided by CNB to any visitor who does not have one. • Signage is present at entry and throughout the building that face masks are mandatory inside. • It is the responsibility of hirers to ensure their attendees adhere to the mandatory mask wearing conditions.

<p>Adopt good hygiene practices. Have hand sanitiser at key points around the venue.</p>	<ul style="list-style-type: none"> • Hand Sanitiser is made available on every staff desk, in reception, in every meeting and counselling room, every bathroom and in the kitchen. • All staff are made aware of good hand hygiene practices. • Hard surfaces are cleaned regularly and door handles sprayed with Glen 20. • Office professionally cleaned twice a week. • Signage near hand sanitiser stations outlining good hygiene practices. • Signage in bathrooms outlining good hand hygiene/washing practices • It is the hirer's responsibility that their attendees adhere to good hygiene practices and use the resources provided by CNB.
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</p>	<ul style="list-style-type: none"> • Signage in place in venues for good hygiene practice • Cleaners monitor bathroom hand soap dispensers and ensure refilled when required. • Regular cleaning regime confirmed • All bathrooms have soap dispenser and hand dryers/hand towels • All bathrooms have warm water • All bathrooms have signage outlining good hand hygiene/washing practices.
<p>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 a 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.</p>	<ul style="list-style-type: none"> • Frequently touched areas are wiped down/sprayed with glen 20 disinfectant daily by staff.
<p>Record keeping</p>	
<p>Indoor gyms must take responsible steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR Code system when they enter the premises. Note: This does not include a dance, yoga, pilates, gymnastics or martial arts studio. Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the</p>	<ul style="list-style-type: none"> • Contact tracing 'sign in' is a requirement of entry in CNB Centres reinforcing NO ENTRY to persons showing sign/s of illness. • QR Code displayed at front of building, in the Reception Area and Staff office entrance. Visitors with Smart Phones are required to check in via the Services NSW App. An additional Contact Tracing Register is completed

<p>Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.</p>	<p>for all visitors and hirers who do not have this facility. Full name, phone number, email address, date of visit, time in and time out and signature is recorded for all visitors, hirers in attendance and kept securely and confidentially for the statutory 28 days.</p>
<p>Processes should 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.</p>	<ul style="list-style-type: none"> • Front desk volunteers ask to site proof of QR Code check in of visitors who present to the centre. • QR codes are clearly visible and accessible in various locations of the building including the entrance to the premises. • It is the hirer's responsibility to check all attendees are checked in by showing the green tick on their phone. If the attendee does not own a phone, a paper form of contact tracing is available in each meeting room for completion.
<p>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 provide in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.</p>	<ul style="list-style-type: none"> • Contact Tracing 'sign in' is a requirement of entry reinforcing NO ENTRY to persons showing sign/s of illness. Service NSW QR code check in is preferred otherwise attendees must sign a contact tracing form. • Each meeting room has paper contact tracing forms available for completion. • Full name, phone number, email address, date of visit, time in and time out and signature is recorded for all visitors, hirers in attendance and kept securely and confidentially for the statutory 28 days and will be made available (if required) within 4 hours upon request from an authorised officer
<p>Review the "guidance for businesses with a worker who tests positive for COVID-19" available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case (https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.</p>	<ul style="list-style-type: none"> • Tell the worker who has tested positive for COVID-19 to return home directly and follow the advice from NSW Health. • Ensure the safety of the workplace and workers, eg by cleaning and disinfecting the areas used by the person who tested positive for COVID-19. • Notify SafeWork NSW on 13 10 50 as specified in the guidelines. Be ready to give details by phone and if requested, in writing within 48 hours. SafeWork NSW may share this information with NSW Health to assist the contact tracing and management of COVID-19. • CNB will assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. Use the Contact Classification tool, the contact risk assessment for general workplace settings and any industry-specific guidance to help with this assessment. If assistance is needed with this process, CNB will call SafeWork NSW ON 131 50.

	<ul style="list-style-type: none"> • Your assessment of workplace risk, guided by the NSW Health contact risk assessment matrix, may indicate there are workers who could be close contacts or casual contacts. In this situation, CNB will ask the affected workers to be tested straight away and stay at home until they have received a negative test result. CNB will direct them to the NSW Health advice on close contacts and casual contacts. • CNB will advise workers and contractors of the situation in the workplace. Consult with workers about the identification and management of any remaining health and safety risks.
<p>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 if a worker has tested positive. Visit https://www.safework.nsw.gov.au/resource-library/COVID-10-Coronairus (https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) for more information.</p>	<ul style="list-style-type: none"> • CNB will comply with national and state public health directions • CNB will promote physical distancing and hygiene measures • CNB will notify SafeWork NSW immediately of any positive cases within the centre or workforce.

Signed

Terry Chenery
Acting Executive Director
COMMUNITY NORTHERN BEACHES