

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Central Coast Bridge Club
Business location (town, suburb or postcode)	415 The Entrance Rd., Long Jetty, NSW, 2261
Completed by	Kerrie Ransom
Email address	<u>ccbridgeclub@gmail.com</u>
Effective date	7 December 2020
Date completed	6 December 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Health questionnaire presented with verbal response. Entry conditions displayed.

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.

Provide protocol, documentation, and training for staff and volunteers. Provide protocol regarding sick visitors.

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).

Appropriate signage on entry and on web site.

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.

N/A

Physical distancing

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

N/A

Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.

Public accessible space of hall is 285 square metres.

Total capacity of hall is 142 people., and this number not to be exceeded.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.

Markers on floor at entry, refreshment station, and toilets, supporting 1.5m physical distancing.

1.5m physical distancing between seated groups where practicable.

Support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.

See above.

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.

Signs re entry and egress, reinforcing physical distancing, and no mingling.

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

See above.

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

Signs in restrooms, kitchen, office, and hall indicating allowable numbers.

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

N/A

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

N/A

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.

Purchasing officer has advised regular suppliers to leave deliveries in foyer, and to invoice electronically.

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.

Lessons adhere to maximum requirements for halls.

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.**

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Use hand sanitiser on entry, on every table, in kitchen, refreshment station, and office. Soap provided in restrooms.

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

See above.

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.

Soap and paper towels provided, and stock checked regularly.
Hand wash instruction sign on display.

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

Members encouraged to bring their own drinks and snacks.

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.

No self serve buffet provided. Snacks provided in individual sealed packs.
If shared food is provided, one person will be allocated to serve food, and practise hand hygiene before and after service.

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

If needed, detergent and hot water used, or commercial grade dishwasher to be used if available.

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.

All touched surfaces to be cleaned with an appropriate disinfectant solution after every session, lesson, or meeting.

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

N/A

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

Playing cards quarantined for 4 days. Bridgemates kept in plastic, and only touched by south player, and wiped over after each session. During Howell movement, south player to use sanitiser before touching Bridgemate.

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

they wish.

All sanitising and cleaning equipment provided at the club, and regularly checked for supply.

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

Disinfectant solution provided in accordance with manufacturer's instructions.

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

Cleaners advised to wear gloves, and wash hands before and after with soap and water.

Encourage contactless payment options.

Contactless payment encouraged, with provision of EFTPOS machine.

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).

Doors and windows kept open where possible.

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.

Electronic record collection on entry is provided by QR code.

Any paper records will be entered in electronic format within 12 hours.

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.

Records are collected and stored confidentially and securely at CCBC.

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

Staff made aware of app and contact tracing requirements.

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

CCBC is a registered association.

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.

Will co-operate as required

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

Yes