

COVID-19 Safety Plan for the Summer Hill Community Centre (Effective 13 June)

BUSINESS DETAILS	
Business name:	Summer Hill Community Centre Incorporated
ABN:	91 209 343 394
Plan completed by:	SHCC Staff Members
Approved by:	SHCC Executive Committee on 30 June 2020

COVID-19 SAFETY PLANS ARE A CONDITION OF HIRE AT THE SUMMER HILL COMMUNITY CENTRE (SHCC)

This COVID-19 Safety Plan only applies to SHCC staff members (including registered volunteers and clients of the SHCC with pre-approved/pre-scheduled appointments). Service providers will need to develop their own individual COVID-19 Safety Plans to address government regulations and ensure compliance with the COVID-19 Safety Plan for the Summer Hill Community Centre. All service providers are required to provide the SHCC with a copy of their COVID-19 Safety Plan to ensure it meets or exceeds all requirements and regulations set by the appropriate government departments before we can approve access to the SHCC.

WELLBEING OF SHCC STAFF MEMBERS, REGISTERED VOLUNTEERS & CLIENTS WITH PRE-APPROVED/PRE-SCHEDULED APPOINTMENTS

REQUIREMENTS	ACTIONS
Exclude SHCC staff members, registered volunteers and SHCC clients with pre-approved/pre-scheduled appointments who are unwell.	The following procedures will be undertaken in the event of a SHCC staff member, SHCC registered volunteer or SHCC client with a pre-approved/pre-scheduled appointment is unwell or appears to have any of the COVID-19 symptoms:

- (a) SHCC personnel must always keep minimum 1.5 m physical distance at all times;
- (b) SHCC representative is to wear PPE when approaching person(s) feeling unwell;
- (c) Any person(s) feeling unwell or displaying COVID-19 symptoms will immediately be isolated (where possible within the area) not to compromise the safety of others;
- (d) SHCC personnel to provide PPE to the person(s) feeling unwell;
- (e) obtain or cross reference the person(s) full name; mobile number; email address; date and time of arrival and departure from SHCC;
- (f) Where infrared thermometer available SHCC personnel is to take a reading of the person(s) temperature (always keeping minimum 1.5m physical distance);
- (g) notify centre manager of person(s) feeling unwell;
- (h) the person(s) feeling unwell will be asked if an ambulance is required, where an ambulance is required SHCC personnel is to facilitate the process unless the person(s) feeling unwell is able to do so themselves on their own mobile;
- (i) SHCC personnel is to close access to the area(s) where the person(s) feeling unwell have accessed to minimise any potential risk;
- (j) SHCC cleaning personnel is to clean and disinfect all hard surfaces the person(s) feeling unwell come into contact with;
- (k) centre manager is to notify other service providers at the SHCC at the time of the occurrence without disclosing the person(s) identity as a matter of precaution and urge other persons to seek medical advice if they have any COVID-19 symptoms;

	<ul style="list-style-type: none"> (l) SHCC personnel is to complete an 'Incident, Accident and Injury Standard Form'; (m) centre manager is to follow up with the person(s) unwell in the next 24 hours to find out if the person(s) had a COVID-19 test and if they returned a positive test result; (n) In the event of a negative COVID-19 test result, centre manager is to note that on the 'Incident, Accident and Injury Standard Form' and keep the records. (o) In the event of a positive COVID-19 test result, centre manager is to close all access to the SHCC and contact the National Coronavirus Hotline on 1800 020 080 for assistance in compliance with all government regulations, comply with any requests for information from NSW Health and notify SafeWork NSW on 13 10 50.
<p>Provide SHCC staff members and SHCC registered volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to respond and manage a sick person.</p>	<p>SHCC staff members and SHCC registered volunteers will be provided with training on:</p> <ul style="list-style-type: none"> (a) physical distancing (minimum 1.5m apart); (b) hand hygiene (including how to hand rub); (c) responding and managing person(s) unwell or displaying symptoms of COVID-19; <p>SHCC staff members and SHCC registered volunteers will be provided with a list of links to government websites providing information on COVID-19 including when to get tested.</p>
<p>Make SHCC staff members aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>The SHCC will alert all SHCC staff members and SHCC registered volunteers of their leave entitlements should they happen to be unwell or are required to self-isolate in accordance with the relevant award and entitlements stipulated by the state and federal governments including financial relief.</p>

Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each community hall(s), suite(s), area(s) shown at a clear place of entry.

There will be a sign developed and displayed on the front door of the SHCC instructing SHCC staff members, SHCC registered volunteers, service providers, participants and clients of the SHCC with pre-approved/pre-scheduled appointments not to enter the premises, to self-isolate themselves and to seek immediate medical advice if they have any of the COVID-19 symptoms. The SHCC will also display a poster identifying the symptoms and signs of COVID-19.

Appropriate signs will be displayed on doors leading to the community hall(s), suite(s) and common area(s) specifying the maximum capacity of persons authorised in each community hall(s), suite(s) and area(s).

Only SHCC staff members, SHCC registered volunteers, service providers, participants and clients of the SHCC clients with pre-approved/pre-scheduled appointments are to access the SHCC.

On arrival all persons must disinfect their hands with the hand sanitiser provided. There will be no access to the kitchen facilities except for accessing the first aid kit in an emergency.

If a SHCC staff member or SHCC volunteer is unwell they are to immediately notify centre manager, wear PPE, isolate themselves and seek immediate medical advice. Where

	<p>possible they will be given the opportunity to work remotely (if appropriate) and not return to the workplace until clearance from a medical practitioner.</p> <p>The foyer area can only be utilised to access the hall(s), suite(s) and the toilet amenities by authorised persons only, not as a waiting area (including prior and following bookings).</p>
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PHYSICAL DISTANCING	
REQUIREMENTS	ACTIONS
<p>Ensure capacity does not exceed one person per 4 square metres.</p>	<p>All service providers will be required to abide by the maximum capacity per community hall(s), suite(s) and area(s) displayed on the appropriate door(s) and minimum 1.5m social distancing.</p> <p>As the SHCC community hall(s), suite(s) and area(s) are hired by various service providers offering community programs and services that are specific to a particular target group(s), all service providers must develop their own individual COVID-19 Safety Plans ensuring compliance with the Public Health Orders (2020) under the Public Health Act (2010) and the requirements and actions of the COVID-19 Safety Plan for the SHCC.</p> <p>All approved service providers will be responsible to ensure full compliance with their</p>

	<p>individual COVID-19 Safety Plan (including but not limited to the maximum capacity per community hall(s), suite(s) and area(s) as indicated by the SHCC Safety Plan and appropriate signage.</p> <p>All service providers will be required to ensure the front door is shut and locked at all times and only the authorised service provider will be responsible for opening and shutting the door to allow participants in and out of the SHCC. No person(s) other than the participants are allowed into the premises under any circumstances, should the service provider need to speak to a caregiver, the service provider is to meet with them outside the community centre (away from the front door) and ensure compliance with physical distancing rules at all times.</p> <p>SHCC staff members and SHCC registered volunteers may terminate any booking at any time on a temporarily or permanently basis if the service provider or their volunteers, participants and caregivers fails to strictly adhere to the maximum number of persons per community hall(s), suite(s) and area(s) or physical distancing rules.</p>
<p>Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per</p>	<p>The maximum capacity per halls is as follows:</p> <ul style="list-style-type: none"> (a) Lethington and Kable community halls combined – (no more than 17 persons); (b) Kangaroo community hall – (no more than 6 persons); (c) Ladies toilets – (no more than 2 persons);

<p>4 square metres.</p>	<ul style="list-style-type: none"> (d) Gentlemen Toilets – (no more than 2 persons); (e) Disabled Toilets – (no more than 1 person); (f) Centre Office – (no more than 3 persons); (g) Suite 2 – (no more than 2 persons); (h) Suite 4 – (no more than 2 persons); and (i) Suite 5 – (no more than 2 persons) <p>Service providers are personally responsible to ensure maximum capacity specified by the SHCC is never exceeded under any circumstances and the 1.5 m physical distancing rules apply at all times.</p>
<p>Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.</p>	<p>The SHCC will liaise with service providers and ensure only suitable non-contact activities are authorised. The provision of all activities requiring physical contact will be suspended indefinitely. We will work with service providers to modify the delivery of programs and services from physical contact to non-contact where possible.</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.</p>	<p>Due to the small size of our community hall(s), suite(s), area(s) and new physical distance measures, we made the very difficult decision to temporarily banned spectators until further notice. Caregivers, community transport drivers and caregivers are welcome to bring the service participant to the SHCC and pick them up on conclusion of the program and/or activity, but they are unable to stay on the premises during the running of the program and/or activity.</p>

<p>Move or block access to equipment or seating to support 1.5 metres of physical distance between people.</p>	<p>The SHCC will remove furniture from the foyer area to ensure this area is not utilised as a waiting area. The SHCC will place a trestle table in front of service counter window to ensure physical distancing rules are adhered to.</p> <p>Service providers are responsible for keeping the front door shut and locked at all times and only authorised service providers are to escort participants in and out of the SHCC.</p> <p>Service providers are to implement procedures to ensure compliance and provide training for their staff members, volunteers, service participants and their caregivers to ensure compliance with the 1.5m physical distancing rule at all times.</p> <p>Failure to comply may result in the immediate termination of the activity and/or program by any SHCC staff member and/or SHCC registered volunteer on a temporary or permanent basis.</p> <p>No unauthorised persons are to enter the premises unless they have written consent from centre manager</p>
<p>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</p>	<p>Due to the small size of our community hall(s), our attendance will be limited to comply with physical distancing and venue capacity restrictions; this will naturally limit any possible gatherings occurring immediately outside the premises.</p>

<p>start times.</p>	<p>Service providers are responsible for the development and implementation of measures to minimise or prevent gatherings immediately outside the premises. Service providers must provide information and training to all staff members, volunteers, service participants and caregivers on requirements and actions according to their individual COVID-19 Safety Plan.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including immediately outside the centre.</p>	<p>The SHCC will place markers on the floor immediately outside the SHCC for individuals to be able to visualise and self-regulate to ensure 1.5 m physical distancing at all times.</p> <p>The service provider will be responsible to ensure all staff members, volunteers, service participants and caregivers engaged by the service provider adhere to these inside and outside the SHCC (including prior to and following the program and/or activity).</p> <p>Service providers are responsible to provide information and training to all staff members, volunteers, participants and their respective caregivers, community transport drivers and alike to ensure compliance in and outside the SHCC at all times.</p>
<p>Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.</p>	<p>For the safety and wellbeing of all parties, the SHCC made the very difficult decision to close all access to the kitchen and rear courtyard indefinitely. The SHCC has introduced restrictions to all community areas and these are only to be utilised to access the community hall(s), suite(s) and/or toilet amenities). Communal areas are not to be used to congregate, stand and talk, wait for others, rest, sit on the floor or collect monies under any circumstances.</p>

	<p>The kitchen can still be accessed by the authorised service provider with the key issued, but only during an emergency to access the first aid kit. No other person(s) are allowed in the kitchen.</p> <p>Communal areas are not to be used to stand and talk, wait for others, rest, sit on the floor or collect monies under any circumstances.</p> <p>No property/personal belongings, shoes, yoga mats, cash, water bottles, food, umbrellas or any other goods are to be left in the foyer, hallways or any other part of the centre but inside the appropriate community halls in use by the service provider, this includes tables and chairs. It is the responsibility of all service providers to ensure all staff members, volunteers, service participants, caregivers, community transport drivers adhere to strict maximum capacity regulations at all times.</p>
<p>Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.</p>	<p>All communal facilities at the SHCC are either closed until further notice or have limited access, including the toilet amenities. Signage will indicate maximum capacity and floor markers will display safe physical distance compliance 1.5 m apart.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.</p>	<p>The SHCC has introduced safety measures to reduce any potential risk of community transmutation by closing and/or limiting access to most communal areas. Essential communal access areas such as toilet amenities have capacity restrictions imposed.</p>

Use telephone or video for essential staff meetings where practical.	The SHCC is implementing online services to effectively take part in meetings without the need for participants to be within close proximity of each other.
Review regular business deliveries and request contactless delivery and invoicing where practical.	All SHCC correspondence is redirected to a PO Box 169 Summer Hill NSW 2130 and all our invoicing are sent out electronically. The SHCC doesn't accept cash payments.

HYGIENE AND CLEANING	
REQUIREMENTS	ACTIONS
Adopt good hand hygiene practices.	<p>All authorised persons upon entering, frequently during their stay and on departure from the SHCC must use the hand sanitiser in the foyer area (besides the disabled toilet).</p> <p>The SHCC will display posters on hand hygiene procedures in an easy to understand format and encourage everyone to adopt good hand hygiene practices at all times.</p>
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<p>The hand sanitiser station is located in the front foyer (besides the disabled toilet). SHCC cleaning personnel is responsible to ensure the hand sanitiser dispenser and station is refilled and in good working order.</p> <p>Service providers must ensure all authorised persons upon entering the SHCC sanitise their hands and do so regularly during their stay and once again on departure from the SHCC to reduce the possible spread of COVID-19.</p>

	In addition to the hand sanitiser station provided by the SHCC in the front foyer, service providers must have their own supply of hand sanitisers, disinfectant spray and wipes in the community hall(s) for regular use by staff members, volunteers and participants. It is a condition of hire for all service providers to provide portable hand sanitisers, disinfectant spray, wipes, gloves and PPE in the community hall(s).
Ensure bathrooms are well stocked with hand soap and paper towels.	The liquid soap dispensers and paper towels in the toilet amenities are regularly inspected and topped up by the SHCC cleaning personnel to ensure there is ample supply.
Provide visual aids above hand wash basins to support effective hand washing.	The SHCC will display posters on appropriate hand washing procedures directly above or beside the hand wash basin to slow the potential spread of COVID-19.
Encourage participants to bring their own water bottle, towels, exercise mats etc. and encourage eating outside if practical.	No food is allowed on the premises until further notice. Service providers must encourage their participants to bring their own drink bottle, exercise mats and a towel where required. There will be no leaning on the walls or coming into contact with the walls for any reason. The service provider is responsible to ensure no bags, exercise mats and alike are placed within 1m from the walls and that no persons come into contact with the walls. All shoes and personal belongings must be kept in the community hall(s), not in common areas.
No self-serve buffet style or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.	No food is allowed on the premises until further notice.

<p>Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.</p>	<p>For the safety and wellbeing of everyone, the SHCC made the very difficult decision to close all access to the kitchen. The kitchen can still be accessed by the authorised service provider with the key issued, but only during an emergency to access the first aid kit. No other person(s) are allowed in the kitchen.</p>
<p>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.</p>	<p>SHCC cleaning personnel clean and disinfect the premises in the evening. Service providers however must clean and disinfect all hard surfaces and hotspots prior to, frequently during and at the end of their hire. Cleaning procedures are not limited to community hall(s), suite(s) but all communal areas (e.g. foyer area, toilets, hallways, etc.)</p> <p>The hirer must clean and disinfect: tables, chairs, whiteboards, handrails, door handles, light switches, air conditioning remotes, window frames, taps, paper towel dispensers, rubbish bin lids, hand sanitiser station, hand wash basins and alike).</p>
<p>Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.</p>	<p>No high intensity cardio classes or activities requiring physical contact will be permitted at the SHCC until further notice.</p>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between uses.</p>	<p>All service providers are responsible for cleaning and disinfecting all SHCC equipment with detergent and disinfectant prior to, during and at the conclusion of their hire. This is a condition of hire and failure to comply with result in the program and/or activity being immediately terminated on a temporary or permanent basis.</p> <p>SHCC cleaning personnel will disinfect equipment in the evenings.</p>

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	It is the responsibility of service providers to provide detergent/disinfectant and gloves to their staff members, volunteers, service participants, caregivers and community transport drivers commuting their service participants to and from the SHCC.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	SHCC cleaning personnel will ensure all disinfectant solutions are applied as per manufacturers' instructions. Service providers must ensure any cleaning product used such as disinfectant sprays and wipes are used in accordance with manufacturers' instructions.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	SHCC cleaning personnel have the appropriate personal protection equipment. The SHCC will provide training for SHCC staff members and SHCC registered volunteers. SHCC will provide disposable gloves, sanitiser, paper towels, soap and water for SHCC personnel involved in cleaning or reorganising furniture. Service providers must provide training, resources, gloves and personal protective equipment to their personnel.
Encourage contactless payment options.	We do not accept cash payments. All payment are via electronic funds transfer

RECORD KEEPING	
REQUIREMENTS	ACTIONS
Keep a record of: participant's full name; mobile number; email address; date of attendance; time of arrival and time of departure for all staff, volunteers, service providers, service participants, contractors	All service providers must provide the SHCC with an electronic copy of their attendance list within 2 hours from the end of each booking. The list must include:

<p>and any other person who enters the premises for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<ul style="list-style-type: none"> (a) the full name of all authorised persons at the premises; (b) mobile numbers; (c) email addresses; (d) date of attendance; (e) time of arrival; and (f) time of departure. <p>The SHCC requires this information for every booking until further notice. This information must be kept by the service provider and stored in a secure and confidential manner for a period of at least 28 days.</p> <p>The service provider must make all this information available to the SHCC for the purpose of contact tracing. Failure to provide this information electronically within 2 hours from the end of each booking will result in the immediate deactivation of the electronic key fob and all future hire at the SHCC compromised for failure to adhere to these requirements.</p>
<p>Make your staff, volunteers, service providers, service users and authorised persons aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>The SHCC will provide training for SHCC staff members and SHCC volunteers on the benefits of COVIDSafe app for contact tracing. The SHCC will display posters promoting the COVIDSafe app. Service providers are responsible for providing their staff members, volunteers and service participants with the benefits of COVIDSafe app for contact tracing.</p>
<p>Cooperate with NSW Health if contacted in relation to</p>	<p>The SHCC will notify SafeWork NSW on 13 10 50 in relation to a positive case of COVID-19</p>

a positive case of COVID-19 at your workplace, and
notify SafeWork NSW on 13 10 50.

at the workplace and cooperate with NSW Health if contacted.