



# COVID-19 Safety Plan: Youth and Community Centre

## Safety Plan: Youth and Community Centre

<b>Purpose of Plan</b>	To provide framework for the management of the Youth and Community Centre in compliance with Covid-19 Public Health Orders.
<b>Plan completed by:</b>	Youth Officer and Governance Officer
<b>Plan reviewed by:</b>	Manager Community & Tourism and Manager Corporate Business
<b>Plan approved by:</b>	Director Corporate Services

REQUIREMENTS		ACTIONS
<b>1</b>	<b>Wellbeing of staff and visitors</b>	
1.1	Exclude staff, volunteers and visitors who are unwell	i. Display NSW Health Poster <i>Protect Yourself from Viruses</i> at entry – (Doc ID: 670026).
1.2	Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	i. Display NSW Health Posters in facility: <ol style="list-style-type: none"> <li><i>Who to Call</i> (Doc ID: 670030).</li> <li><i>Protect Yourself from Viruses</i> (Doc ID: 670026).</li> </ol> ii. How to Manage a Sick Visitor is mostly n/a for Council staff as they are not often on site with user groups. Displaying the NSW Health Poster <i>Who to Call</i> should be sufficient for user groups to follow.
1.3	Make staff aware of their leave entitlements if they are sick or required to self-isolate.	i. <i>Covid-19 Leave Infographic</i> (Doc ID: 670057) has been distributed to all staff. ii. Staff advised to contact Managers and/or HR for advice
1.4	Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	i. Conditions of Entry Template (Doc ID: 670805) displayed at entrance. ii. User Agreement signed by all hirers. iii. NSW Health Poster <i>Physical Distancing</i> to identify maximum 55 persons (Doc ID: 670024).

REQUIREMENTS		ACTIONS
<b>2</b>	<b>Physical Distancing</b>	
2.1	Ensure capacity does not exceed one person per 4 square metres.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> <li>iii. NSW Health Poster <i>Physical Distancing</i> to identify maximum 55 persons (Doc ID: 670024).</li> </ul>
2.2	Ensure indoor group activities have no more than 20 persons participating, not including persons conducting or assisting in the conduct of the class or event or parents, guardians and carers of persons participating ( <i>Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 No. 3, Schedule 1 Restricted premises for Community Centre as amended 12 June 2020</i> ).	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> <li>iii. NSW Health Poster <i>Physical Distancing</i> to identify maximum 55 persons (Doc ID: 670024).</li> </ul>
2.3	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.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> </ul>
2.4	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.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> <li>iii. Display NSW Health Poster <i>Distancing</i> (Doc ID: 670077).</li> <li>iv. Limited number of seats available to user groups within the facility.</li> </ul>
2.5	Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	<ul style="list-style-type: none"> <li>i. See above.</li> <li>ii. Remaining seating will be locked inside the Community Store Room - this area is usually left unlocked, however will be locked for the duration of this public health order.</li> </ul>
2.6	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.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> <li>iii. All user groups booking times will be amended to ensure there is no lap over between the two separate user groups.</li> <li>iv. Responsibility of the hirer of the facility.</li> </ul>



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2.7	Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue	i. Display NSW Health Poster <i>Distancing</i> (Doc ID: 670077)
2.8	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.	i. Display NSW Health Poster <i>Physical Distancing</i> to identify maximum persons (Doc ID: 670024)
2.9	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.	N/A
2.10	Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	N/A
2.11	Use telephone or video for essential staff meetings where practical.	N/A
2.12	Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS		ACTIONS
<b>3</b>	<b>Hygiene and Cleaning</b>	
3.1	Adopt good hand hygiene practices.	i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.
3.2	Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	i. Sanitiser stations installed at entry point.
3.3	Ensure bathrooms are well stocked with hand soap and paper towels.	i. Cleaners to ensure hand soap and paper towel is restocked every day. ii. Additional hand soap installed in the Youth and Community Centre (area the sink area and bathrooms).

3.4	Provide visual aids above hand wash basins to support effective hand washing.	i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.
3.5	Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	i. No eating inside sign on the kitchen door and hall facility.
3.6	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.	N/A
3.7	Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	i. All kitchen utensils to be locked. ii. Only one user group accesses the kitchen for utensils, they will be advised that they are now required to bring their own.
3.8	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.	i. YACC is cleaning daily as per agreed cleaning schedule. ii. Hirer responsible cleaning common touch points during or after their use of the facility. iii. Council to provide cleaning spray for users to wipe down surfaces after use.
3.9	Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	i. Hirer responsible cleaning common touch points during or after their use of the facility. ii. Council to provide cleaning spray for users to wipe down surfaces after use.
3.10	Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	i. Community Store room to be locked for the duration of the public health order. ii. All users of the Youth and Community Centre currently use their own equipment.
3.11	Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	i. Council to provide cleaning spray for users to wipe down surfaces after use.
3.12	Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	i. Cleaners to be advised of this.



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3.13	People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> <li>i. Furniture in excess to needs to be locked away.</li> <li>ii. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.</li> </ul>
3.14	Encourage contactless payment options.	<ul style="list-style-type: none"> <li>i. N/A - All user groups are invoiced.</li> </ul>

REQUIREMENTS		ACTIONS
<b>4</b>	<b>Record Keeping</b>	
4.1	Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors 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.	<ul style="list-style-type: none"> <li>i. Conditions of Entry (Doc ID: 670805) displayed at entrance.</li> <li>ii. User Agreement signed by all hirers.</li> <li>iii. Hirer of the facility to maintain register of attendee for contact tracing.</li> </ul>
4.2	Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> <li>i. Display <i>CovidSafe App Poster</i> (Doc ID: 670080)</li> </ul>
4.3	Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 131050.	<ul style="list-style-type: none"> <li>i. As directed by NSW Health.</li> </ul>