

# COVID-19 Safety Plan

**Effective 1 July 2020**

Community centres & halls

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your venue. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also 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](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	New South Wales Bridge Association Limited trading as the Sydney Bridge Centre
Plan completed by:	Operations Committee personnel
Approved by:	John Scudder, Chairman, NSW Bridge Association

## > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers and visitors who are unwell.	Office Manager will take the temperature of any users of the venue with a contactless thermometer, any person with temperature over 37.5 will not be allowed to enter the premises. Persons feeling unwell will be turned away.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Ask staff including TDs to be tested if any cold or flu like symptoms such as runny nose, cough, fever. Ask them to keep a required physical distance from players. All hard surfaces to be disinfected prior to the session, this includes tabletops & chairs. This CovidSafe Plan will be provided to staff as a guideline.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	All staff and TDs must take leave whenever symptomatic or have come into contact with a suspected or proven COVID-19 infection.
Display conditions of entry (website, social media, venue entry).	Signs in lift lobby to say, no entry with any evidence of sickness, encourage players to sign in using a QR code putting name & telephone number into the online form (there will be a paper based fall-back), need to sanitise hands upon entering. Any player who falls ill and is confirmed as having COVID-19 is required to let us know immediately. Capacity signs to be posted for each space in the premises. Post the conditions onto the website and onto Facebook site. TDs to check that every player has complied with the sign-in requirement after the session begins.

<b>Wellbeing of staff and visitors</b>	
Ensure COVID-19 Safety Plans are in place, where relevant, for: Swimming Pools, Gyms, Conference and function centres, Cinemas and theatres, Restaurants and cafes	Not relevant

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Physical distancing</b>	
Ensure capacity does not exceed one person per 4 square metres (excluding staff).	The playing area is 17 x 28 m or 476 square metres. With passageways we are going to declare 400 sq metres so capacity signs will say maximum 100
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 that complies with one person per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Participants should maintain 1.5 metres physical distance where practical.	The playing area will be divided into three "spaces" each about 17 x 6m or 100sq metres and one 11 x 6m. These are defined by the columns. Into three of these spaces we will put 5 tables and in the fourth will have a chequerboard theatre seating arrangement so that the 20 persons per space limit is not breached. The 5 tables in each space will be spaced so as to exceed the 1.5m social distancing requirement between adjacent tables. The tables have been increased from 740mm square to 1200mm square. No player can leave their table until the TD says move to the next table please.
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.	No kibitzers will be allowed.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.	All excess tables and chairs will be blocked off.
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	People in the lift lobby should maintain 1.5m distancing as indicated by floor markings. The Building Management has granted us access to the Fire Stairs to allow egress down one floor to minimise crowding in the lift lobby. Parallel classes will have staggered start times.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	A queue marked out by crosses will lead to the TDs desk. Players will be urged to stay seated at their selected table.
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.	The kitchen has a capacity of two people, sign to be put up saying STAFF ONLY.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Toilets have a capacity of two people so additional cubicles, urinals & washbasins will be blocked off using tape.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible	Not applicable
Use telephone or video for essential staff meetings where practical	Meetings of Board of Directors, Committees & Staff will be held using ZOOM or Facetime. The club owns full licences for ZOOM and the staff have been trained in the use of it.
Review regular business deliveries and request contactless delivery and invoicing where practical.	The entry into the premises are supervised by CCTV. There is a dedicated drop-off zone for deliveries, staff do not need to be involved.
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.	If youth education is conducted, the alternate guidelines will be consulted. There is no plan for courses aimed at schoolchildren in place.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Ask players to wash their hands with soap & water after using the toilets. They are to use hand sanitiser upon entry to the premises and to use hand sanitiser after touching any communal object.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser is available at the ground floor entry to the building. Bottle of hand sanitiser to be at the sign in table and on each table.
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.	Toilets to be checked 30 minutes before the start of every session. Posters have been designed and will be installed in the toilets.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	Members will be asked to bring their own water bottles and snacks.
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 self-serve buffet style catering. Players are encouraged to bring their own drinks, snacks and water. The water fountain will remain open, but players are encouraged to bring their own container. Hand sanitiser will be placed next to the water fountain. On written request, staff will make Coffee & tea for a player.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	All cutlery and crockery used is to be put into the dishwasher and the dishwasher run after each session.
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	Wipe down all tabletops & chairs before and after each session. Wipe down kitchen benches before each session. Disinfectant wipes will be at each table so if players so chose, the table surface can be cleaned and dried after each round. Toilet doors to be propped open so players do not have to touch door handles. Lift Call Buttons to be wiped down during the session.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Not applicable
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Communal pens will be withdrawn from the playing area. Pen-less people will be given a pen to keep and take away at the end of the session. Any left-over pens shall be quarantined. Bidding slips to be discarded at the end of each round. Bridgemates will be sealed in zip-lok plastic bags with only North to touch during the session. The bags will be disinfected before the start of each session. The display of percentages shall be turned off so there is no need to hand the Bridgemate to any other player, a progressive score will be placed on the projector instead. Barometer movements will be used with one set of boards per table so only one player touches each card. Even though 72 hours is the minimum period, the equipment, which includes boards & bidding boxes (when used) shall, as far as possible, be kept as a kit for the day of the week giving 7 days quarantining.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish	Soap & water available in the toilets, hand sanitiser & disinfectant wipes at each table. Gloves available upon request but players are to be instructed on the correct use of gloves, they are not a panacea. Masks will be available for purchase if required by a player.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	All detergents and hand sanitisers will be purchased commercially at the required strength, no diluting of concentrates will occur.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	A procedure for staff will be circulated. The cleaning contractor will be informed of this requirement.
Encourage contactless payment options.	Inform TDs to promote PrePayment accounts and not to accept cash if at all possible. Online top-up of PP accounts has been instituted. Credit cards will be accepted for individual games from visitors, but members will be encouraged to open PP accounts instead of using a credit card transaction per game.

REQUIREMENTS	ACTIONS
<p><b>Record keeping</b></p> <p>Keep name and 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 must be stored confidentially and securely.</p> <p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p> <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.</p>	<p>QR scanning code to be at the entry and on each table. Note: Staff, TDs and delivery people to sign-in on a sheet for the day. Membership records and session results can also be used to create tracing records if requested by Government.</p> <p>Need to create a memo and send it to all staff including TDs &amp; Councillors.</p> <p>Responsibility of the Office Manager, failing that person then the Chairman of the Operations Committee.</p>