

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

## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

Business name	U3A Northern Rivers (Lismore) Inc
Business location (town, suburb or postcode)	Po Box 4291, Goonellabah, 2480
Completed by	Joy Smith
Email address	<a href="mailto:secretary@u3anriv.org.au">secretary@u3anriv.org.au</a>
Effective date	20 November 2020
Date completed	29 November 2020

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#### Wellbeing of staff and customers

##### Exclude staff, volunteers and visitors who are unwell.

We do not employ staff.

Tutors and class attendees will be excluded if they are unwell.

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.

Tutors and class attendees will be informed and trained on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning and how to manage a sick visitor.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

We do not employ staff.

**Display conditions of entry (website, social media, venue entry).**

Tutors and class attendees will be provided with conditions of class attendance, via posters, U3A website and facebook.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Cinemas and theatres**
- **Corporate events (if hiring out space)**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through [nsw.gov.au](http://nsw.gov.au). Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](http://nsw.gov.au).

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

We do not plan any significant events

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## **Physical distancing**

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding

staff). Children count towards the capacity limit.

Specific limits apply for weddings (150 patrons), and funerals, memorial services and gatherings after such events (100 patrons). Ensure no more than 30 people per table, and that attendees remain seated for the event as much as possible.

We will ensure the capacity does not exceed one visitor per 4 square metres of space.

**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.**

We will ensure there are no more than 20 participants, plus the tutor and other facilitators.

**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.**

We will ensure all maintain 1.5 metres physical distancing.

**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.**

We will arrange seating to support 1.5 metres of physical distancing.

**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.**

We will advise Tutors and class attendees to maintain 1.5 metres of physical distancing outside the premises for arrivals and departures.

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

Tutors and class attendees will be advised to avoid crowding.

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

Tutors and class attendees will be advised to maintain distancing in the kitchen and associated areas.

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

We will not be requiring showers, change rooms or lockers.

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

Tutors and class attendees will be advised to stagger the use of kitchen facilities.

**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.**

We do not employ staff.

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

We do not have business deliveries.

**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.**

We do not have education programs for schools or childcare.

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.**

We will not be performing high energy classes.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Tutors and class attendees have been provided with good hygiene information.

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

Tutors have been provided with hand sanitiser.

### **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.**

Hand soap and paper towels will be provided and tutors have been provided with posters to display re hand washing.

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

Tutors and class attendees will be advised to bring their own water bottles, snacks, thermos and tea/coffee making requirements.

### **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.**

Food will not be served.

### **Clean cutlery and tableware with detergent and hot water, or with a commercial**

**grade dishwasher if available.**

Cutlery and tableware will not be required.

**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 indoor surfaces will be cleaned with detergent, water and disinfectant before and after each class.

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

We will not be holding high intensity classes.

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

Tutors and class attendees will provide their own equipment.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Detergent, disinfectant and gloves will be provided.

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

Disinfectant will meet Australian Standards.

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

Tutors and class attendees will be advised to wash hands thoroughly before and after cleaning or reorganising furniture.

**Encourage contactless payment options.**

Hall hire will be paid by contactless options.

**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).**

Windows and doors will be opened to provide adequate air flow.

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## **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.**

The tutor will keep a record and contact details of all attendees.

**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](https://nsw.gov.au).**

Records will be stored confidentially and securely.

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

Tutors and class attendees have been advised of the COVIDSafe app and encouraged to download it.

**Community centres and halls should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

We are not the owners of the property.

**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.**

We will cooperate with NSW Health if contacted.

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

Yes