

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



Your COVID-19 Safety Plan

General

Business details

Business name	Lake Macquarie Sustainable Neighbourhood Alliance
Business location (town, suburb or postcode)	Lake Macquarie LGA - Various locations
Completed by	Rachelle McConville
Email address	admin@sustainableneighbourhoods.org.au
Effective date	18 October 2021
Date completed	31 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Include advice in promotional materials, rsvp information and entry point.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

Circulate this CovidSafe plan to volunteers, along with link to check NSW Health website for current restrictions and advice.

Review risk assessments for all events to ensure relevant protocols are included, and discuss with volunteers.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Ensure conditions of entry are displayed at event venue.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Directing volunteers to follow all NSW Health rules and advice regarding Covid.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Set capacity limits for all events according to the capacity of the specific venue.

Require participants (including volunteers) to rsvp for all events, and capping rsmps at the capacity limit.

For some events, staggering activity times may be suitable, to reduce the number of people present at any one time.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

For all events, ensure there is adequate space to allow physical distancing.

Plan event layout to encourage distancing. For example, well spaced / multiple check-in points at the entry; seating and tables set up with adequate spacing; activity design.

For all cases, consider the likelihood of additional passers-by and general public, and ensure total numbers to not exceed capacity.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Plan event layout to encourage distancing. For example, well spaced / multiple check-in points at the entry; seating and tables set up with adequate spacing; activity design. For all cases, consider the likelihood of additional passers-by and general public, and ensure total numbers to not exceed capacity.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Include opportunity for participants to arrive early to check in etc and stagger arrivals. Eg arrive at 5.45 for a 6pm start.

Plan event layout to encourage distancing. For example, well spaced / multiple check-in points at the entry

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Use outdoor settings where possible

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Use outdoor settings wherever possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

In collaboration with venue managers.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

NA - We don't manage any venues.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

NA - We don't manage any venues.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Include advice in promotional materials, rsvp information and entry point. Volunteers advised to refer to the NSW Health website to confirm current rules around face masks.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Ensure hand sanitiser is available / accessible at all events - at entry points and other key areas at the event.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

In collaboration with venue managers for indoor events.

For outdoor events, select a site with public toilets available, and ensure hand sanitiser is available / accessible.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Clean frequently touched areas and surfaces before and after event, and as required during event.

Ensure cleaning detergent and paper towels are available.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

Ensure, in collaboration with venue managers, any indoor venues have the NSW Gov QR codes displayed upon entry.

For outdoor events, the Sustainable Neighbourhood Alliance QR code can be used.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Volunteer(s) designated to welcome people as they arrive, and confirm their check in and green tick status.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Keep record of contact details and entry time as above, for anyone who cannot use the QR code check in.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

General preference is to check in for SN event at venue directly.

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

Yes