

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



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Abbotsford Community Centre
Business location (town, suburb or postcode)	Abbotsford, 2046
Completed by	Raffaella Williams
Email address	raffaellaw28@gmail.com
Effective date	7 December 2020
Date completed	4 January 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Staff, students and parents who are unwell are asked not to attend the Centre and to undergo COVID-19 testing as soon as possible. Staff, students and parents may return to the Centre once they no longer exhibit any symptoms and have received a negative COVID-19 test result.

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

Staff have been informed of and trained in protocols implemented at the Centre

regarding cleaning, physical distancing and wearing of masks in staff meetings. These are in line with COVID-19 guidelines and regulations required by the NSW Education Department. A full description of Centre protocols are documented in the Abbotsford Community Centre COVID-19 Pandemic Management Policy Statement. Should staff require testing, the Centre's Policy Statement includes links to websites which will assist in locating the most convenient testing centre.

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

Staff have been updated in staff meetings on their leave entitlements should they fall ill or are required to self isolate.

Display conditions of entry for any customers or visitors (website, social media, entry points).

Parents of students were emailed requesting they do not enter the Centre when collecting or dropping off their children. A table with hand sanitiser and the required items for signing children in and out of the Centre has been set up outside of the building.

Notices have been posted outside the main entrance requesting visitors do not enter the premises but rather ask a staff member on duty for assistance.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Hand sanitiser is available in all areas of the Centre and children are routinely reminded to disinfect or wash their hands.

Staff are currently not required to wear face masks, but masks are available on site should a staff member request them.

Where possible, staff actively maintain a safe distance from the children and encourage

the children to do the same.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

Staff are rostered to areas within the Centre and outdoors according to the activities set out for the day. Surfaces are routinely disinfected.

Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.

Staff are rostered ahead of time according to the number of children scheduled to attend the Centre each day. The educator-to-child ratios followed are those determined by the NSW Education Department.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

Due to the nature of the work, flexible work arrangements are currently not possible.

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

Parents of students were emailed requesting they do not enter the Centre when collecting or dropping off their children. A table with hand sanitiser and the required iPad & notebook for signing children in and out of the Centre has been set up outside of the building. The table and iPad surfaces are routinely disinfected.

Notices have been posted outside the main entrance requesting visitors do not enter the premises but rather ask a staff member on duty for assistance.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). 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.

Staff are currently not required to wear face masks but masks are available on the premises should they request one.

Where possible, staff actively maintain a safe distance from the children and encourage the children to do the same.

Use telephone or video for essential meetings where practical.

Staff meetings and Parent Committee meetings are currently being held on the premises. The meetings are held in a well ventilated room with sufficient space to seat attendees 1.5m apart.

Attendees of the Parent Committee meetings wear face masks if current legislation requires them to do so.

Surfaces are disinfected before and after each meeting.

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

Visitors to the Centre have been asked not to enter the main building, but rather ring the doorbell for assistance. Notices informing them of these requirements have been posted outside the main entrance to the building.

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

Notices have been posted outside of the main entrance for visitors and parents.

If staff or workers need to travel together in the same vehicle:

- **encourage passengers and drivers to spread out, using front and back seats**
- **workers should only handle their own tools and bags where possible**
- **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**
- **encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.**

This is not applicable to Abbotsford Community Centre Staff.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

This is not applicable to Abbotsford Community Centre. No public gatherings take place on the premises.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser is available in all the main areas of the Centre for easy access by children and staff.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Detergents are available for routine disinfection of surfaces in the Centre. These include workstations in staff offices, tables where craft activities take place and equipment in indoor play areas.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

Notices with instructions on how to correctly wash hands have been posted at all wash basins. Bathrooms are routinely checked to ensure soap and paper hand towels are available.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Detergents are available for routine disinfection of surfaces in the Centre. These include workstations in staff offices, tables where craft activities take place and equipment in indoor play areas.

A schedule/record of when areas are disinfected is maintained.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Manufacturer's instructions are followed depending on the brand of disinfectant in use.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Gloves are worn when cleaning is carried out. Staff then dispose of the gloves and wash their hands after.

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).

To keep indoor areas well ventilated, either windows are opened or air conditioning units which draw on outside air are used.

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

From 6 January 2021 the Centre will make use of a QR code to record contact details of all persons entering the premises. Should a visitor not be able to provide details electronically, a staff member may be asked to do so on their behalf.

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

The guidelines detailed on the 'Customer record keeping' page of nsw.gov.au are followed for storing personal information.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Use of the app has been discussed in staff meetings and all staff has been encouraged to download it.

Workplaces should consider registering their business through nsw.gov.au

Abbotsford Community Centre will be registered by 5th January 2021.

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.

Staff of Abbotsford Community Centre will do all they can to assist NSW Health should it be required.

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

Yes