

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



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Erina Community Men's Shed
Business location (town, suburb or postcode)	Erina
Completed by	Robert Miller
Email address	erinamenshed@gmail.com
Effective date	21 December 2020
Date completed	2 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Eleven Volunteers, Thirty Five Shed Members, No Staff, Occasional Visitors.

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.

All members must meet the 4 square metre rule and socially distant. Marks must be work inside either shed and inside the shed kitchen.

Temperatures are taken on arrival and if your temp is over 37.5 degrees C you cannot

stay. Anyone displaying any symptoms must not attend or will be immediately sent home.

All used surfaces must be wiped down after use (every time). Hands must be sanitised on arrival, prior to morning tea and after visiting the toilet. Wash hand thoroughly before arriving at the shed.

Only one person may attend the toilet facilities at a time.

Food and drinks must be in single serve containers.

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

We have no paid staff.

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

We will display the above conditions of entry via our Website and Facebook Page.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Shed operates Monday, Thursday and Friday's between the hours of 8.00 am to 12.30 pm only.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Not applicable.

Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible

space (Greater Sydney) and one per 2 square metres (other regions). The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

4 Square metre rule applies

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

As above. 1.5 metre rule applies at morning tea.

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.

All visitors must park on the grass near the shed. Morning tea is scattered if too many members turn up on one day.

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

In place.

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

As above.

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

We use the church facility for toilets who have their own QR code and plan.

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

Yes.

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.

Yes.

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

Not applicable except for occasional timber and metal 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.

Not applicable.

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.**

Not applicable.

Hygiene and cleaning

Adopt good hand hygiene practices.

As above. Sanitiser is used before starting and before morning tea. All machine surfaces wiped down after use. Handwashing before attending and after toilet facilities are used.

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

Yes. Both in shed and near morning tea area.

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.

Yes, as per Erina Community Baptist Church Covid safe plan.

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

Yes, we do.

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.

Correct. All single serve.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

Yes, In place.

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.

In place in morning tea area. Now will include inside sheds.

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.

Yes.

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

Done.

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

Yes.

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

Yes.

Encourage contactless payment options.

Not applicable.

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).

In place.

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.

Yes. All members sign in via a book in the sheds. Visitors will use the QR code or sign the

book where they cannot.

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.

Collected by Treasurer.

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

At morning tea every day we work.

Community centres and halls should consider registering their business through nsw.gov.au.

Will do.

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.

Done by Seretary.

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

Yes