

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



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	University of the Third Age Armidale Incorporated (U3AA)
Business location (town, suburb or postcode)	Armidale
Completed by	Penny Nicholson
Email address	<u>u3aa@iinet.net.au</u>
Effective date	15 October 2020
Date completed	26 October 2020

Wellbeing of staff and customers

<i>Exclude staff, volunteers and visitors who are unwell.</i>	Advice to all members via: a COVIDSafe Special Bulletin; up to date relevant information on our website; detailed safety guidance information; sign on ASCA House entry door 'If you feel unwell, please go home'.
<i>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.</i>	Advice to all members via: a COVIDSafe Special Bulletin; up to date relevant information on our website; detailed safety guidance information; sign on ASCA House entry door 'If you feel unwell, please go home'; COVID-19 information displayed on notice boards in entry foyer.
<i>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</i>	Not applicable - U3AA is a not-for-profit charity consisting solely of volunteers.
<i>Display conditions of entry (website, social media, venue entry).</i>	Display on ASCA House front entry and room doors. Kitchen to remain closed - door sign and tape to signal 'no entry' to kitchen.
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Physical distancing

<p><i>Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.</i></p>	<p>Advice to all members. Course Leaders to ensure maximum number of course participants (including Course Leader) does not exceed ASCA House rooms' capacities. Capacity sign on each room's door.</p>
<p><i>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.</i></p>	<p>The 4 square meter rule precludes the application at ASCA House. The maximum capacity in the largest room is 13.</p>
<p><i>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.</i></p>	<p>Not applicable to ASCA House.</p>
<p><i>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.</i></p>	<p>Excess chairs have been removed from each room of ASCA House.</p>
<p><i>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.</i></p>	<p>Program course/activity start and finish times so as to provide adequate time for cleaning between groups. Members to leave ASCA House and grounds when course finishes and room has been cleaned as required.</p>
<p><i>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</i></p>	<p>Physical distancing floor markers have been placed in entry and counter area. Physical distancing poster is on display in ASCA House entry foyer. All unnecessary furniture and items have been removed from the entry area and a long table placed in front of the reception counter to ensure 1.5 meters physical distancing.</p>
<p><i>Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.</i></p>	<p>Kitchen to remain closed - door sign and tape to signal 'no entry' to kitchen</p>

<p><i>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</i></p>	<p>Not applicable to ASCA House.</p>
<p><i>Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.</i></p>	<p>As far as possible, members to toilet at home and minimise use of ASCA House toilets - men's toilet is closed and the women's toilet is now a unisex toilet.</p>
<p><i>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.</i></p>	<p>Management Committee may use email in place of a physical meeting.</p>
<p><i>Review regular business deliveries and request contactless delivery and invoicing where practical.</i></p>	<p>Not applicable at ASCA House.</p>
<p><i>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.</i></p>	<p>Not applicable at ASCA House</p>
<p><i>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:</i></p> <ul style="list-style-type: none"> <i>• Additional physical distancing or smaller class sizes</i> <i>• Cleaning with detergent and disinfectant after each class</i> <i>• Holding these classes in large spaces with high ceilings and good ventilation</i> <i>• If partnered dancing, avoid rotation of partners.</i> 	<p>Not applicable at ASCA House</p>

Hygiene and cleaning

<i>Adopt good hand hygiene practices.</i>	Posters on good hygiene and hand washing practices are on display. Ensure all frequently touched surfaces (eg reception counter) are regularly cleaned.
<i>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</i>	Alcohol-based hand sanitiser station is provided at reception counter and sanitiser bottles are available in every room of ASCA House.
<i>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.</i>	Provide additional hand soap and disinfectant surface wipes. Poster on good hand washing practices is on display above hand wash basin.
<i>Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.</i>	Advice to members in the detailed safety guidance information. Course Leaders to advise members as appropriate.
<i>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.</i>	Not applicable at ASCA House.
<i>Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.</i>	Not applicable at ASCA House.
<i>Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.</i>	Not applicable at ASCA House.
<i>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</i>	Course Leaders to ensure minimal or no sharing of equipment. Where equipment needs to be shared, clean and disinfect between use
<i>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</i>	Alcohol-based hand sanitiser station is provided at reception counter and sanitiser bottles, gloves and wipes are available in every room of ASCA House
<i>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</i>	Ensure ASCA House has appropriate supplies. Discussed with cleaner.
<i>People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.</i>	Sanitiser bottles, gloves and wipes are available in every room of ASCA House.

<i>Encourage contactless payment options.</i>	Direct debit option is currently being investigated.
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Record keeping

<i>Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.</i>	Course Leaders MUST keep accurate attendance records. Office staff must record their attendance in the diary. Technical Manager has prepared a template for attendance records for each course/activity.
<i>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</i>	Included in advice to all members via detailed safety guidance information
<i>Community centres and halls should consider registering their business through nsw.gov.au.</i>	U3AA is registered with the NSW Government as COVID Safe
<i>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.</i>	Responsibility of the U3AA Management Committee
<i>I agree to keep a copy of this COVID-19 Safety Plan at the business premises</i>	Yes