

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

## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

Business name	City of Parramatta Eisteddfod Society, Inc.
Business location (town, suburb or postcode)	Dundas Neighbourhood Centre, Telopea. (Main Hall)
Completed by	Helen Marchant
Email address	<a href="mailto:hmmarchant@optusnet.com.au">hmmarchant@optusnet.com.au</a>
Effective date	26 February 2021
Date completed	5 March 2021

---

#### Wellbeing of staff and customers

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

Volunteers and visitors who are obviously unwell will be asked to leave the premises and will not be admitted to the hall.

**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.**

Yes.

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

Not applicable to Eisteddfod. Everyone is a volunteer.

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

Yes.

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.

Not applicable to Eisteddfod. We use one venue only - the Main Hall.

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 2 square metres of publicly accessible space. Children count towards the capacity limit.**

Physical distancing will be maintained.

Ensure 1.5m physical distancing where possible, including:

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

1.5m physical distancing will be maintained where possible except where child and

parent/carer are living in the same household.

**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 put markers on the floor to maintain physical distancing at the outside of the hall.

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

Yes.

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

Yes.

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

Not applicable.

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

Not applicable.

**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. Where practical, distancing 1.5m will be maintained.

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

Yes.

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.

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

Not applicable. Eisteddfod is Speech & Drama, no singing.

---

## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Yes.

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

Yes.

**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.**

Soap is the responsibility of the Parramatta City Council. However, we will ensure that soap is available at all times.

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

Yes.

**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.**

Not applicable.

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

Yes

**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.**

Chairs will be cleaned several times per day.

**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.**

Yes.

**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.**

"Tap and Go" system will be available to help reduce handling of cash.

**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).**

Where possible, this will be done.

---

## **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.**

QR code will be available and handwritten information collected if persons do not have a recognition of said QR code on their phones.

**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).**

Yes.

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

Yes.

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

Hall is the property of Parramatta City Council.

**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.**

Yes.

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

Yes