



# COVID Safety Plan

**This Plan describes what Connect Victoria Park Inc. will do to keep staff and patrons safe during the COVID-19 pandemic.**

Connect Victoria Park has a maximum capacity of **160** patrons and agrees to the following conditions



A strict limit of a minimum of 2sqm per person



Maintain records of patrons for the purposes of contact tracing where appropriate



Frequent cleaning and disinfection



Ensure staff complete the AHA Hospitality and Tourism COVID19 Hygiene Course before returning to work



Carefully manage shared spaces to ensure physical distancing



Clean shared equipment between each use

1. Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [WA.gov.au](http://WA.gov.au).
2. Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
3. The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required
4. Print and display the COVID -19 Safety Plan Certificate at the end of this form

<b>Type of Premises</b>	Seniors Community Centre
<b>Street Address</b>	5 Mackie Street, Victoria Park 6100
<b>Contact Number</b>	93612904
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<b>Prepared by</b>	Vicki Potter
<b>Position</b>	Hygiene Officer
<b>Completion Date</b>	21/05/2020
<b>Revision Date</b>	04/06/2020

## 1. Physical and social distancing

### What will be done to implement physical distancing guidelines?

#### Management of Waiting Areas

- 1.5 meter points will be marked in the foyer area and path leading to the front door to assist with any queuing for reception.
- Signage at the front door and throughout the centre to advise people of conditions of entry including.
  - Not entering if unwell.
  - Practice physical distancing.
  - Exercise good hygiene practices
- Staff will avoid direct contact with patrons where possible. A sneeze screen will be in place at reception.

#### Physical Distancing Practices for all Visitors

- A 1.5 metre separation between people who are not from the same household will be maintained.
- A minimum of 2sqm per person is to be maintained.
- Activities will only take place in spaces that can allow 2sqm per participant registered.
- On line pre-payment and contactless payment will be encouraged where ever possible.
- Any patrons who appear unwell will be asked to leave the building.
- Maximum of 90 patrons allowed in the Hall
- Maximum of 40 patrons allowed in the Dining Room
- Maximum of 17 patrons allowed in the Library
- Maximum of 3 patrons allowed in the podiatry-room/hairdresser/barbershop
- Seating in the hall is to be limited and placed 1.5m apart.

## Staff and Volunteer Requirements

- All staff work stations are a minimum of 1.5 metres away from each other.
- Staff who come into contact with patrons will exercise good hygiene practices.
- All staff and volunteers will stay home if they are experiencing symptoms of COVID-19.
- All staff and volunteers are to practice physical distancing during break times.

## Fitness Classes

- Class instructors will be responsible for ensuring that patrons remain physically distanced where possible.
- Class instructors should reiterate social distancing requirements at the start of each class.

## In The Dining Room

- We will maintain 1.5 metres between tables
- We will allow space for patrons to physically distance themselves.

## 2. Hygiene

### **How will you ensure required hygiene standards are maintained?\***

#### Public Areas

- A sanitising station will be set up at reception for all people to sanitise their hands on arrival.
- All staff and visitors to the centre to wash hands regularly with soap for 20 seconds under warm running water and should be dried with a single use towel to avoid transmission of pathogens.
- Signage on hand washing and hand rubbing protocols will be placed in all restrooms.
- Staff and visitors will be encouraged to follow hygiene protocols as follows: If coughing, cough into the crook of your arm; Sneeze or blow your nose into a tissue and put into a lidded bin. Wash hands immediately or rub with alcohol based sanitiser.
- Doors to hallway to remain open before and after sessions to reduce physical touching.
- Door handles to be wiped by the instructor using alcohol based sanitising wipes after sessions where the door has been closed.
- EFTPOS machine to be wiped with a sanitiser after each contact with a customer.

- After handling money staff are to wash hands thoroughly or use an alcohol based sanitiser.
- Surfaces in restrooms will be sprayed during the day.
- All taps door handles toilet flush buttons in restrooms to be regularly wiped throughout the day.
- A register of restroom cleaning to be completed on each clean
- The centre is to be professionally cleaned 3 times a week.

### Refreshments

- There will be no access by patrons to the shared kitchenette.
- Groups will not be able to share food (e.g. morning tea). Individuals are encouraged to bring their own snack and thermos if required.
- Patrons must bring their own water bottles for exercise classes.

### Fitness Equipment

- Equipment may be shared during sessions.
- Patrons should be encouraged to bring their own equipment where possible.
- Any shared equipment must be hygiene cleaned before and after the session.
- Mats and towels are not to be shared under any circumstances people must bring their own if required.
- Patrons should wipe down chairs before and after each class.
- With the reintroduction of contact sport, those engaged in the ballroom fit class are permitted to dance with other members not from the same household.

### Kitchen/Dining Room

- The kitchen Hygiene Officer will be required to be in the kitchen during ALL activities to supervise food handlers.
- The Kitchen Hygiene Officer is required to ensure that all distancing, hygiene, cleaning and sanitising protocols are adhered to including
  - Temperature checks to be taken before volunteers are allowed access to the kitchen.
  - All food handlers must wash their hands frequently when preparing foods, after going to the bathroom or touching face or hair.
  - Avoid touching items/areas that have been in direct contact with patrons or wash hands immediately afterwards.
  - Gloves must be worn when handling ready to eat foods.
  - Volunteers should wear gloves when setting the tables in the dining room.
  - All food is to be served in individual portions.

- Self-service crockery, cutlery and beverage container (eg water bottles) are not to be used.
- Food Handlers must wash their hands before serving in plates in the dining room.
- All crockery, cutlery, food and beverage containers are to be cleaned and sanitised before use.
- Hand Sanitiser to be available in the dining room for patrons
- Volunteers must have a freshly laundered uniform/apron

#### Hair Dressing/Barbershop/Podiatry

- Must have a freshly laundered uniform/apron.
- Must wash hands or sanitise with alcohol based solution between each customer.
- Equipment should be thoroughly sterilised between use.

#### Rubbish Disposal

- Disposable gloves, masks, and other items should be placed in a rubbish bag before disposing of them with other domestic waste.
- Hands should be washed with soap and running water or rubbed with alcohol based sanitiser immediately after handling these items.

#### Library

- Paper based products, books newspapers and magazines should be left untouched in a quarantine area for at least 24 hours prior to handling or recirculating
- Staff or volunteers should wear gloves when moving collections in and out of quarantine.
- DVD's and other materials with plastic covers should be wiped down after each use.

### 3. Staff training and education

**How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?**

#### Training

- The Village Hub Acting Co-ordinator has completed the AHA Hospitality and Tourism COVID-19 Hygiene Officer Course.
- The Kitchen Volunteer Supervisor has completed the AHA Hospitality and Tourism COVID-19 Hygiene Officer Course.
- All kitchen volunteers have completed the AHA Hospitality and Tourism COVID-19 Hygiene Course.
- All staff, volunteers, instructors, facilitators, group leaders and service providers will be provided with a copy of this safety plan.
- All kitchen volunteers must provide a copy of their COVID19 Hygiene Course Statement of Participation to the Village Hub Acting Co-ordinator before they are allowed access to the kitchen.
- A copy of this plan will be maintained at reception and in the kitchen along with the Connect Victoria Park Emergency Procedures.
- All requirements stated in this plan that are effecting patrons will be posted on the registration pages of our website and emailed to them upon registration of their attendance.
- There will be COVID 19 signage around the building to remind staff and patrons of their physical distancing requirements and good hygiene practices.
- Regular staff meetings will be held to share experiences and better refine this plan.

### 4. Compliance

I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation



**Yes**

## 5. Response planning

### How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

#### Attendance Records

- All patrons attending classes or groups will be required to pre-register with contact details on the Connect Victoria Park website.
- All patrons will check in on arrival and will be marked as attending the particular session including the time and date on our website.
- Patrons attending podiatry, will be recorded along with, contact details, time and date of visit on the Podiatry Spreadsheet.

#### Responding to an incident

- If we are aware of an incident of COVID 19 at Connect Victoria Park, call the COVID-19 Hotline 1800 020 080 and follow advice.
- If someone displays COVID-19 symptoms or shares information that causes concern about their health and the health of others.
  - If symptoms are serious, call 000
  - Take reasonable measures to keep others away from the person.
  - Assess the risk by talking to the person
  - Seek government health advice
  - Ensure the person has safe transport home, to a location that they can isolate or to a medical facility
  - Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected
  - Open outside doors and windows to increase airflow
  - Notify the State Public Health Unit by calling the COVID-19 Hotline 1800 020 080
  - Provide attendance records to the State Public Health Unit.
  - Identify where possible who the infected person may have had close contact with.