



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 **20** patrons and agrees to the following conditions

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|-------------------------------------|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> | A strict limit of a minimum of 4sqm per person | <input checked="" type="checkbox"/> | A maximum of 20 patrons per venue (excluding staff) |
| <input checked="" type="checkbox"/> | Maintain records of patrons for the purposes of contact tracing where appropriate | <input checked="" type="checkbox"/> | Carefully manage waiting areas to ensure social distancing |
| <input checked="" type="checkbox"/> | Ensure staff complete the AHA Hospitality and Tourism COVID19 Hygiene Course before returning to work | <input checked="" type="checkbox"/> | Non-contact training and sport only |
| <input checked="" type="checkbox"/> | Alcohol only to be served with a meal | <input checked="" type="checkbox"/> | Minimal shared equipment |
| | | <input checked="" type="checkbox"/> | Frequent cleaning and disinfection |

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.
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

Premises details

Premises Name	Connect Victoria Park Inc.
Type of Premises	Seniors Community Centre
Street Address	5 Mackie Street, Victoria Park 6100
Contact Number	93612904
Email	admin@connectvictoriapark.org
Prepared by	Vicki Potter
Position	Hygiene Officer
Completion Date	21/05/2020
Revision Date	TBA

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.
- To reduce congestion 1/2 hour breaks are scheduled between each activity.

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 4 square metres per person is to be maintained.
- 4 meter squares will be marked on the floor of the hall to assist patrons to physically see the distancing requirements.
- Activities will only take place in spaces that can allow 4 square metres 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.

Staff and Volunteer Requirements

- All staff work stations are a minimum of 1.5 metres away from each other.

- The library and volunteer office are to be used as extra work spaces where needed.
- 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

- Only non-contact training can be undertaken.
- Class instructors will be responsible for ensuring that patrons remain physically distanced and do not share equipment.
- Class instructors should reiterate social distancing requirements at the start of each class.

In The Dining Room

- We will maintain 1.5 meters between tables.
- We will maintain 1.5 meters between people from different households at a table.
- Non Alcoholic and Alcoholic drinks will only be served at a table with a meal.

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.
- 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.
- 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

- There must be no sharing of equipment during sessions.
- Any equipment provided by instructors must be cleaned before and after the session and only be used by one patron.
- Mats and towels are not to be shared under any circumstances people must bring their own if required.

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.

Personal Protective Equipment

- Those who have personal contact with patrons (e.g. podiatrist, barber and hairdresser) will be required to wear a face mask and gloves.
- Food Handlers and those who have personal contact with patrons must have a freshly laundered uniform/apron

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.

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.

Communication

- 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.
- Patrons for hair dressing and the Barbershop will be recorded with contact details, time and date of attendance on the hairdressing/barbershop 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.