

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Katoomba Men's Shed Inc.
Business location (town, suburb or postcode)	Katoomba NSW 2780
Completed by	Bruce Ward
Email address	treasurer@kms.org.au
Effective date	15 October 2020
Date completed	13 November 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Limit access to a single entrance, with signage showing conditions of entry. Instruct members to stay away if unwell. Make a handout available to members with conditions of attendance.

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.

Provide all members with a handout containing the rules and instructions when attending the Shed.

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

Not applicable - No staff.

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

Conditions of entry displayed at the single entrance. Also have conditions available on the website.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Cinemas and theatres**
- **Corporate events (if hiring out space)**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Not applicable.

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding

staff). Children count towards the capacity limit.

Specific limits apply for weddings (150 patrons), and funerals, memorial services and gatherings after such events (100 patrons). Ensure no more than 30 people per table, and that attendees remain seated for the event as much as possible.

The capacity of the building is estimated to be over 200 square metres, giving a capacity of at least 50 people under the 4 square metre rule. At no point over the last four years have numbers approached this number. However, a limit of 10 people applies to the two common rooms and signage is in place to enforce this limit.

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.

Group activities will be limited to 10 people. Participants in group activities must wear a mask where physical distancing is not feasible. The 4 metre rule is to be maintained if one of the smaller rooms is used.

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.

Demonstrations or practical courses are limited to 10 people. Participants must wear a mask where physical distancing is not feasible. Maintain 4 metre rule.

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.

Remove excess seating in the common room. One person is allowed per workbench in the workshop unless the people working together wear a mask.

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.

Not applicable.

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

Members are required to have a mask on their person while at the Shed and to wear the mask when appropriate. Any member not wearing a mask is responsible for maintaining physical distancing from other people.

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

Limit the number of people in the common room and quiet activity room to 10 people and display signage to that effect.

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.

Face-to-face Committee meetings are limited to a maximum of 10 people, properly separated by 1.5 metres. Additional people may be included using video conferencing. In the event of an increase in Covid-19 cases locally Committee meetings will be held by teleconference.

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

Not applicable.

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.

The education program with Katoomba North Public School is suspended until further notice.

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.

Provide pump soap and paper towels at the hand washing area. Reinforce to members the need to maintain good hand hygiene.

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

Provide hand sanitiser stations at entrance, sign-on desk. Provide disinfectant wipes in workshop and common room.

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.

Hand soap and paper towels available at the Shed for people returning from the Council toilet facilities. Require members to sanitise the toilet key on return.

Encourage participants to bring their own water bottle, snacks, towels, exercise mats

etc. and encourage eating outside if practical.

Encourage members to bring their own refreshments. When it is decided to resume provision of supplies, provide single-serve tea, coffee, sugar and biscuits and reinforce kitchen hygiene. Encourage sharing morning tea outside when weather permits. Maintain physical distancing and room limits. This strategy recognises the importance of the social interaction that surrounds sharing a cuppa and to some extent this is at the heart of what the Men's Shed is about.

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.

Implement stringent hygiene protocols for BBQ or similar functions: Limit numbers to maximum size allowed for an external public gathering. Allocate members to serve food, using appropriate hygiene protocols including wearing mask and gloves. Avoid self-serve of any kind.

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

All cups and cutlery to be placed in dishwasher immediately after use. Dishwasher to be run at the end of each day. Dishwasher to be unpacked at the start of each day, having first washed hands.

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.

Common room tables and kitchen bench wiped down with disinfectant wipes at the end of each 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.

Equipment is limited to one person at a time. Members may choose to work without a mask where fogging of glasses is a problem, but must maintain physical distancing. Where equipment is likely to be reused within the same day, the equipment must be wiped down with a disinfectant wipe between users.

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

Pump soap, paper towels, sanitiser, disinfectant wipes and disposable gloves available at stations throughout the Shed as appropriate.

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

The Shed will only use reputable commercial products in undiluted condition.

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

Maintain hygiene protocols as described. Disposable gloves available when needed.

Encourage contactless payment options.

Encourage EFT payments. Allow fee payments as a one-way, contactless payments. Treasurer and Day coordinators to sanitise hands after handling cash.

Record keeping

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.

Members were required to sign in on every visit even before Covid requirements were introduced and the records are retained for 7 years. Sign-on sheets have been updated to include time of arrival and departure and also phone/ email details for members and

visitors. Ensure visitors also sign in.

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

Include in member handout.

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

To be considered.

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.

Elements of this plan were discussed with local staff of NSW Health. We will notify NSW Health if we become aware that anyone who has visited the Shed has been infected with Covid-19 within two weeks of their visit.

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

Yes