

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Our Lady of the Angels Parish
Business location (town, suburb or postcode)	North Kellyville
Select your business type	
Community centres and halls	
Completed by	Fr Carlos Walker
Email address	parishoffice@ourladyoftheangels.org.au
Effective date	8 November 2021
Date completed	18 November 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

• Parish websites and parish social media are updated to remind parishioners that they should not enter the building if unwell.

- Post signs at front of the hall for visitors reminding that they should not enter if they:
 - Are experiencing cold or flu-like symptoms;
 - Have a temperature;
 - Have been in contact with anyone that is either a suspected or confirmed case of COVID-19;
 - awaiting results from a COVID-19 test.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

- Included Covid-19 information as a standing item in staff and volunteers' meetings and emails and use information in authorised government websites to share information.
- Print and post Covid-19 guidelines and flyers in parish office premises.
- Parish has sent information and health authority links via emails/reminder emails to staff and volunteers.
- Any members of the parish (including staff) have been asked to get tested when showing illness similar to that of COVID-19.
- Signs are displayed inside and outside the hall indicating the rules about physical distancing and the mandatory wearing of masks when not consuming food.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

- Signs are located in the outside foyer of the hall.
- QR Codes (many) are displayed in the outside foyer for electronic recording.
- "Record of Visitors at Premises" Sheets are available daily for those who cannot record their details electronically.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind

customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.

Agree

Yes

Tell us how you will do this

- * Posters outlining vaccination requirements and Service NSW QR codes are clearly visible
 - * Staff and Persons Responsible (those who have booked the hall) have been advised on ways to check proof of COVID-19 vaccination status (or a valid exemption)
 - * Staff and Persons Responsible are reminded of vaccination requirements when booking the hall and confirming the booking.
 - * Staff and Persons Responsible have been advised about checking vaccination status upon entry.
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Physical distancing

Capacity must not exceed one person per 2 square metres of space of the premises.

Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.

Agree

Yes

Tell us how you will do this

- Following the 1 person per 2 square metres ruling, OLA Hall can seat 100 persons.
- Persons Responsible are at the entrance door and count numbers.
- A copy of this COVID-19 Safety plan is put up in the window of the Church Hall for all to see and access.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

- There are signs indicating the rules of distancing seated groups, and restricted use of queuing.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Food must be served to all parties seated at their table, thereby limiting congestion around distributing of food (NO buffet style serverly).

Visitors will remain in their seats unless entering the dance floor or leaving the building.

Bathrooms are located outside.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Gatherings are prohibited outside the Hall.

For premises that are not indoor recreation facilities or public swimming pools, singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Note: COVID-19 vaccination requirements apply at public swimming pools and indoor recreation facilities including gyms.

Agree

Yes

Tell us how you will do this

The Hall can only be used for a seated function with the required physical distancing rules. Dancing is permitted.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

- The Hall has main entrance door with an main exit door which will remain open throughout the event.
- The Hall has windows which can be opened to assist with circulation of air.
- The Hall also has air conditioning with assists in the circulation of air.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not Applicable

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

- The Hall has main entrance door with an main exit door which will remain open throughout the event.
- The Hall has windows which can be opened to assist with circulation of air.
- The Hall also has air conditioning with assists in the circulation of air.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

- The Hall has main entrance door with an main exit door which will remain open throughout the event.
- The Hall has windows which can be opened to assist with circulation of air.
- The Hall also has air conditioning with assists in the circulation of air.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

The air conditioners are serviced quarterly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

- The Hall has main entrance door with an main exit door which will remain open throughout the event.
 - The Hall has windows which can be opened to assist with circulation of air.
 - The Hall also has air conditioning with assists in the circulation of air.
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Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

- Face Mask signs are posted at the entrance of the Hall. All visitors must wear a mask if they are not eating, drinking or dancing. Once they cease the reason for NOT wearing a mask, the mask must be worn again. Should someone have an exemption they are excused.
- Face Mask are also required to be worn by those handling food and food preparation.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

- Hand Sanitisers Stations are available at the entrance door to the hall and the hall kitchen. These hand sanitisers are checked and refilled regularly.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

- Bathrooms and toilets all have liquid hand soaps and paper towels available for use.
- Liquid Hand Soap and towels are checked regularly and refilled by parish staff/volunteer
- Hand washing instruction signs are located in ALL bathrooms.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

- The Parish has appointed a volunteer/staff to wipe outside surfaces such as handrails / door handles with disinfectant and soap daily.
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Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

- There are NSW Government QR Code Signs located outside the Hall for all to use.
- For those who are unable to electronically register their attendance, a NSW Government

"Record of Visitors at Premises" Sheet is provided daily. This information is then entered electronically daily (or as soon as practically possible).

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

- Persons Responsible will check all entry registrations - both QR codes and vaccination status.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

- On entering the Hall, a parish staff/volunteer or the Person Responsible is stationed at the door to welcome, count and check registration of individuals for the event and to record their details (name and mobile) in the register if they are unable to electronically do so.
- Assure people that personal information will be used only for this purpose and will be kept securely and confidentially.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

The Parish Church and The Parish Office has separate COVID-19 Safety Plans as displayed in the entrances of both buildings.

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

Yes