

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Tantrum Youth Arts Co-op Ltd
Business location (town, suburb or postcode)	Merewether, NSW
Select your business type	
Community centres and halls	
Completed by	Tamara Gazzard
Email address	info@tantrum.org.au
Effective date	2 August 2021
Date completed	3 September 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

- Communication to staff will include the requirement to stay home if unwell, and information and links to Pandemic Leave Disaster Payments available if an employee needs to self-isolate or quarantine.
- Communication to Tantrum participants (or parents/guardians of Tantrum Participants if U18), will include the requirement to stay home if unwell.
- Display signage at entrances to the office and studio communicating the requirement to stay home if unwell.

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

Agree

Yes

Tell us how you will do this

- All staff undertake a COVID-19 induction prior to re-opening the venue, and on an annual basis thereafter.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

- Signage displayed at entrances to the office and studio outlining the following: requirement to stay away if unwell, requirement for masks to be worn indoors (as per public health order), requirement to check-in with the QR code prior to entry.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

- Venue hirers using the venue must complete their own COVID-19 Safety Plans and provide a copy of this to the Venue Manager prior to first venue use, upon re-opening of the venue.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- Communication with staff will include information and links to the Vaccine Eligibility Checker

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Note: Gym and group dance classes must not exceed 20 people.

Agree

Yes

Tell us how you will do this

- Display signage at the entrance to the office and studio communicating the max capacity for each space is 25 people.
- Limit workshops enrolments to a maximum of 22 participants and 2 facilitators
- Venue hirers are made aware of the maximum capacities for our venue (20 people max as per the Public Health Order for group dance/fitness classes) through the COVID-19 Induction and sign a declaration that they will abide by this requirement.

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

- Install floor markers in the Studio to help facilitators and instructors to space participants accordingly
- Ensure activities in workshops are non-contact as much as practical
- Staff workstations are spaced a minimum of 1.5 metres apart. Staff roster includes mix of office-based and remote working to ensure only a minimum of staff are on-site at any time.

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

- Capacity for small spaces (e.g. bathrooms) is limited to one person at a time and this is displayed on signage at the entrance.

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

Agree

Yes

Tell us how you will do this

- Communicate with parents/guardians and hirers to minimise number of people

waiting in front yard before/after scheduled sessions. This may include encouraging waiting in cars and waiting for the facilitator/instructor to call participants into the venue.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

N/A

Hygiene and cleaning

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

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

- Requirements to wear a face mask indoors are communicated to all staff, participants and venue hirers prior to re-opening the venue.
- Signage reinforcing the requirement for face masks is displayed at the entrance to the office and studio
- Disposable face masks are available if a person forgets to bring their own mask

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

venue.

Agree

Yes

Tell us how you will do this

- Hand washing signage is displayed at each sink
- External cleaners to stock/restock appropriate hand sanitiser in each room/space at multiple locations.
- Encourage staff, hirers and participants to use hand sanitiser on entering the Studio and Office.

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

Agree

Yes

Tell us how you will do this

- External cleaners stock/restock bathrooms daily with hand soap and paper towels.

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

- External cleaners clean hard surface areas daily with disinfectant, supported by permanent staff where necessary.
- Staff clean frequently touched areas and surfaces after use.
- Use of shared equipment is minimal, and staff clean and disinfect shared equipment after each use.

- Venue hirers clean frequently touched areas after use.

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).

Agree

Yes

Tell us how you will do this

- Encourage workshop facilitators and venue hirers to open windows and doors of Studio to increase natural ventilation where possible. Utilise fans in tandem with open doors to increase intake of outside air.

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

- QR code is displayed at every entrance to the office and studio, as well as on internal walls and surfaces.
- Staff, participants, and venue hirers are all reminded to check in via the QR code during COVID-19 induction.

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

- QR code is displayed at every entrance to the office and studio, as well as on internal walls and surfaces.
- Workshop facilitators ask participants to show the green tick confirming they have checked in with the QR code before entry to the studio
- Venue hirers ask their participants to show the green tick confirming they have checked in with the QR code before entry to the studio
- Managers ask staff and other visitors to show the green tick confirming they have checked in with the QR code before entry to the office

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

- Parents/guardians are asked to check in any participant who is under the age of 18, and show the green tick to the workshop facilitator at drop off.
- Any person who cannot check in using the QR code must enter their details (with the assistance of a staff member where required) on a paper sign-in sheet. The Venue Manager is responsible for entering data collected on the paper sign-in sheet into a spreadsheet at regular intervals (i.e. weekly).

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

Yes