

Gyms and indoor recreation | COVID-19 Safety Plan

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.

Effective 24 December 2021

Business details

Business name

Lane Cove Uniting Church

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Lane Cove NSW 2066

Select your business type

Community centres and halls

Wellbeing of staff and customers

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

Explain how you will do this

All those who use/wish to use the Lane Cove church premises will be required to exclude themselves if they meet any of the below:

- they are generally feeling unwell with any cold/flu symptoms
- they are experiencing respiratory difficulties
- they are required to self-isolate.

The instruction to all staff, volunteers and visitors to stay away if unwell will be incorporated in signage at entry door. This requirement to be included in all electronic and written communication regarding use of the premises.

All persons visiting the premises will be advised that if they receive a positive COVID19 test outcome they must immediately notify the Church Chairperson (typically via the Office Manager) who will then contact NSW Health (1300 066 055) immediately to gain further direction about how to respond.

The chairperson will also ensure that the on-line reporting form to notify Synod is completed and Sydney Central Coast presbytery is notified (Michelle Lombard (michelle.lombard@sccpresbytery.org.au))

User Groups to be reminded of additional risks attaching to use of premises by High Risk and Vulnerable people.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

Explain how you will do this

The Lane Cove Church Council will

- ensure that all Lane Cove church representatives are aware they have responsibility to adhere to the general rules outlined above and talk to their GP should they have any queries about vaccination or COVID-19 symptoms.
- Provide all Lane Cove church representatives with all Guidance Notes issued by either Synod or Presbytery all of which are based on Public Health orders.
- Current staff are all trained in regard to data collection and storage.
- Contact numbers for Royal North Shore Hospital, Safe Work NSW and local Doctor to be maintained in Church Office to facilitate management of a sick visitor.

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Display signage at main Entry door, with conditions of entry and the maximum number of people for the hall space.

Comparable information will be included on the Congregation's website and included in (weekly) electronic communications.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

Vaccination is not a requirement of entering these premises or participating in worship services.

User groups may have a policy that excludes the unvaccinated and will advise members/participants accordingly.

Lane Cove Uniting Church will be responsible for ensuring that posters informing anyone entering the premises that "unvaccinated people may be in attendance" are displayed at the entrance.

Physical distancing

Support 1.5m physical distancing where possible, including:

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

Explain how you will do this

Lane Cove Uniting Church policy adheres to the 2sqm rule therefore the **capacity of the Fellowship Area is 33 people, including leaders and visitors.** (1 person per 2 square metres)

Classes must be limited to no more than 20 persons.

This limit shall be advised in all communication and included in signage on the entry.

Physical distancing of 1.5m is supported by:

- The placement of three QR Codes, one outside and two situated at either side of the point of entry help to reduce queuing at the entrance.
- Markers have been placed on the floor to support queuing to the toilets and check-in locations.
- Groups using the facility will be encouraged to maintain 1.5m of distance around their yoga mat or between chairs if seated around tables (unless members of the same household).
- A measuring stick is available in the Fellowship Area to assist in determining distance.

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

Explain how you will do this

There are no showers, change rooms or lockers at the premises.

Female and male toilets are designed for single person use. Markers have been placed on the floor at the entry to the passageway leading to the single person toilets.

The kitchen area must have no more than 2 people using it at any one time.

The outdoor BBQ area will be marked for 1.5m distancing if used.

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

Explain how you will do this

Members of User Groups will be required to disperse quickly at the end of an event.

The Leaders of User Groups are responsible to ensure that people do not gather in clusters in the street or other public places that are breaching the social distancing rules.

Adherence to this obligation will be subject to periodic without notice inspection by the Church Council

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> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safeway/ventilation-guidance>) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

The facility has no air conditioning.

Ventilation will be achieved by opening windows and doors to the Courtyard to get a cross flow of air and if necessary, turning on the ceiling fans at a low speed.

Use outdoor settings wherever possible.

Explain how you will do this

If possible the courtyard area will be used.

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

Explain how you will do this

Natural ventilation will be achieved by opening windows and doors to get a cross flow 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).

Explain how you will do this

The group Leader will be required to ensure that windows are opened where possible and fans run to increase mechanical ventilation.

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

Explain how you will do this

There is no air conditioning system.

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

Explain how you will do this

The Church Council will consider the issue of improving ventilation and as appropriate discuss the matter with the building owner.

Hygiene and cleaning

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Explain how you will do this

Signage indicating that face masks are mandatory will be displayed at the entrance and various other places within the facility.

Yoga classes will be exempt while engaging in physical exercise.

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

Explain how you will do this

Signage installed to illustrate proper handwashing / sanitising technique in bathrooms, at sanitiser stations and in the kitchen

Sanitiser is provided at Main Entry, entry to the Church; at a second site within the Fellowship area; in both toilets and in the kitchen. Toilets and kitchen both have hand soap and paper towel rather than sanitiser.

Supplies will be verified by each User Group and independently by the Congregation no less than twice a week.

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

Explain how you will do this

Lane Cove Uniting Church will be responsible for maintaining cleaning standards on the church premise, through an external cleaning service. This will include an ongoing (weekly) clean of the Fellowship area, kitchen and toilets.

Soap and paper towel will be provided in both toilets and sanitiser will be provided in the Fellowship area.

Supplies will be verified by each User Group and independently by the Congregation no less than twice a week.

Bathrooms and toilets to be wiped down by Users after each User Group session.

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.

Explain how you will do this

Surfaces to be wiped down by Users after each User Group session and subject to a thorough clean by the Congregation no less than weekly.

Users will be provided with access to spray bottle and wipes of appropriate detergent to clean bench /tabletops, doorknobs and any chairs that are used.

Record keeping

Indoor gyms must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises. Note: This does not include a dance, yoga, pilates, gymnastics or martial arts studio.

Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

The Church is registered as a COVID Safe Business and has QR Codes place at the main entrance.

User groups are encouraged to use the Service NSW App for check-in, but also provide an attendance list for each session on a spreadsheet, to the church office as a back-up and to cover anyone without the App.

Processes should 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.

Explain how you will do this

Congregation officers attending the Church office (noting access can only be achieved through the main entrance to the Hall) must always check in in when they attend the premises .

The Congregation Office manager, or delegate, is responsible to verify App check in or record the name and either phone number or email address of all persons who attend the premises on church business. Those records will be retained in a form consistent with Government regulations and only used for Covid-19 purposes.

Leaders of User Groups and Leaders of Church Groups using the Fellowship Area must undertake a similar responsibility for each session and provide a copy of the Attendance Record to the Office Manager who will ensure those records will be retained in a form consistent with Government regulations and only used for Covid-19 purposes.

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.

Explain us how you will do this

Records are kept on an excel Spreadsheet and stored in a One Drive folder accessible to Congregational Chairperson, Minister, Chaplain and Church Office manager. The records are retained for a period of at least 28 days before they are deleted.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

If a worker tests positive for COVID-19, they will need to self-isolate immediately following the NSW health guidelines and notify the Church Chairperson (typically via the Office Manager).

If a worker is diagnosed with Covid19 which was contracted at work (or was likely to have been contracted at work) or they attended work while infectious, the Chairperson will ensure that SafeWork NSW is notified **within 48 hours**.

The chairperson will also ensure that the on-line reporting form to notify Synod is completed and Sydney Central Coast presbytery is notified (Michelle Lombard (michelle.lombard@sccpresbytery.org.au))

The Self Isolation Fact Sheet will be provided to the worker who has tested positive.

The Chairperson will then ensure that any other persons who were in attendance at the Church facility while the COVID positive person was infectious are advised of the general situation, noting that the privacy and confidentiality of the person who tested positive for COVID-19 must always be maintained.

Information provided will include:

- symptoms of COVID-19 that staff and contractors should monitor themselves for
- where to seek advice and help
- reminders to staff, contractors, visitors and customers to not enter the premises if they are unwell
- advice on physical distancing and personal hygiene measures
- what infection control measures the business operator has put in place, including cleaning
- any other specific advice provided by NSW Health.

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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more

information.

Explain how you will do this

The Chairperson will ensure co-operation with NSW Health if contacted by them and will also notify SafeWork NSW if a worker has tested positive for COVID.

As a user of the Lane Cove Uniting Church premises, I understand the requirements of the safety plan and will take all reasonable steps to comply.

Signed: _____ **Name:** _____

User Group: _____

Date: _____