

COVID-19 Safety Plan



Effective 13 June

Brian Wunsch Centre (Offices, Training Room, Art Room and Hall)

We have developed this COVID-19 Safety Plan to maintain a safe environment for our workers and visitors.

This will help slow the spread of COVID-19 and reassure our visitors that they can safely visit our Centre. We may need to update the plan in the future, as restrictions and advice changes.

BUSINESS DETAILS

Business name:	COMMUNITY ACTION SERVICES AUSTRALIA (CASA) INC.
Plan completed by:	MARTA FAGGIANO
Approved by:	MANAGEMENT COMMITTEE

REQUIREMENTS FOR BUSINESS

Requirements for our workplace and the actions we will put in place to keep your visitors and workers safe.

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitor who are unwell.	<p>Following the current procedures:</p> <ul style="list-style-type: none"> • Advise staff and volunteer members to not attend work if they feel unwell. • Manager onsite to instruct any staff/volunteer to go home if they feel unwell at work. • Staff/volunteers to present a medical certificate authorizing them to return to work. • Clients/participants of our services must make an appointment by phone or website prior to entering our offices. • Participants of our programs will be required to complete a questionnaire on-site or online through our website. Individuals who present any symptoms (coughing, sneezing or flu-like symptoms), will not be allowed to attend the activity.

Provide staff and volunteers with information and training on COVID-19, Including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Information and training on COVID-19 will be provided to all volunteers, including: <ul style="list-style-type: none"> • How the disease is spread • Symptoms and when they appear • When people should be tested • Locations of NSW Health facilities • Physical Distancing • Hygiene and Cleaning • Record Keeping
Make the staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A – All CASA's staff are volunteers.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	Conditions of entry will be displayed on our website, venue entry and room entry point. The posters will include the maximum number of people allowed in each room/space.
Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes. 	N/A - CASA is a Community Centre.
Physical Distancing	
Ensure capacity does not exceed one person per 4 square metres.	The maximum room capacity in our Centre: <ul style="list-style-type: none"> • Reception: 8 people • Office 1: 6 people • Office 2: 3 people • Training Room: 15 people • Art Room: 8 people • Rehearsal Room: 24 people
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 and comply with one person per 4 square metres.	Only the following programs will be allowed to have a maximum of 20 participants, plus the instructor/facilitator and comply with one person per 4 square metres or maximum room capacity as noted above: <ul style="list-style-type: none"> • Pilates Classes • Stay Active Program • Young Adults Exercise Program • Women Support Groups

Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.	<ul style="list-style-type: none"> Strategies are in place to manage gatherings of people, avoiding body contact within the group. Group facilitators/leaders will provide participants with written and oral information to ensure that no body contact/physical distancing regulations are adhered to.
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.	Staff/volunteers will ensure that seating is staggered so all group participants comply with the 1.5 metres of physical distance.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Where required, we will ensure to block access to equipment or seating to meet the required 1.5 metres of physical distancing between people.
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.	Strategies are in place to manage gatherings of people and avoid body contact when OZ Harvest deliver the food. Tables are used to separate volunteers from the clients when they pick up their food hamper from our Centre.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	After seeking approval from Fairfield City Council, strategies are in place to promote physical distancing with markers on the floor whilst people are queued up outside of the Centre to pick up their food hamper.
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	<p>Staff/volunteers to manage the room capacity limits and monitor the communal areas during program breaks to ensure that people do not find themselves in close proximity of each other.</p> <p>When people are not adhering to the one person per 4 square metres recommendation, we will instruct those individuals politely to reduce the number of people gathered in that area of the Centre to promote physical distancing.</p>
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	N/A

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	<ul style="list-style-type: none"> • All our staff, volunteers, and visitors shower/change at home prior to attending our Centre. • Group facilitators/leaders will ensure that people are kept separated while using common areas such as the kitchen, bathroom and reception area.
Use telephone or video for essential staff meetings where practical.	<ul style="list-style-type: none"> • The Board members host meetings over a teleconference facility. • Staff/volunteers use a telephone for essential facilitators meetings.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Strategies are in place to manage gatherings of people, avoiding body contact when OZ Harvest delivers food each week.
Hygiene and Cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • We encourage people to wash their hands thoroughly for at least 20 seconds with soap and water once they enter our Centre to reduce the spread of diseases. • Alcohol-based hand sanitizer is also provided for all our clients and participants.
Ensure hand sanitizer is accessible at the venue entry and throughout the facility or ground.	<ul style="list-style-type: none"> • Alcohol-based hand sanitizer is provided for all our clients and participants who enter our Centre and/or attend our activities, services and programs.
Ensure bathrooms are well stocked with hand soap and paper towels.	Fairfield City Council has provided hand soap and paper towels in the venue's communal areas (bathroom/kitchen).
Provide visual aids above hand wash basins to support effective hand washing.	The Fairfield City Council has provided visual aids above the sinks to support effective hand washing.
Encourage participants to bring their own water bottle, snacks, and towels, exercise mats etc. and encourage eating outside if practical.	<ul style="list-style-type: none"> • The participants bring their own water bottle, snacks, towels, and exercise mats, etc. • Where a participant forgets an exercise mat, a sanitized exercise mat is provided and then re-sanitized after it is used. • If the weather is fine, the participants will eat outside during pre/post workout.

No self-serve buffet style or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practice hand hygiene before and after service.	<ul style="list-style-type: none"> • We do not currently have activities/programs that have self-serve buffet. • Tea/coffee is self-service, and we encourage people to practice good hygiene by washing their hands before seeking a refreshment and one at a time to promote physical distancing.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	After all our activities/programs, all cutlery, plates and glasses are cleaned with dishwashing detergent and hot water.
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.	Touched areas and surfaces are frequently cleaned (several times per day) by our staff/volunteers with a disinfectant spray to kill germs. This includes communal facilities used during days when our clients/participants attend our Centre.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	N/A
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> • We do not allow people to share equipment in any exercise activity, program, or office desk space. • When we do not have a choice, we ensure all items are cleaned with a disinfectant spray prior to another person using the equipment.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Stock is held in our Centre to ensure detergent, disinfectant and gloves are accessible for visitors to use, should they request it.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	The disinfectant solutions held in our Centre is used in accordance with the manufacturer's instructions and products are not altered in any way.

People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> • Our volunteers wash their hands and use gloves when re-organizing furniture. • New gloves are then used to prepare the food hampers. • Hands are washed thoroughly between activities and after all tables and chairs are placed back in its original position.
Encourage contactless payment options.	N/A
Record Keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> • A visitor's record book is kept at the entrance of the Centre and all our clients/visitors will need to write their full name, phone number and email address. • The manager, leader/facilitator of the group will check on arrival the health condition and temperature of all clients/visitors/group members. • Records will be stored confidential and securely for 30 days and used only for tracing Coronavirus infections.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	We will encourage our volunteers to download the COVIDSafe app and provide information of its benefits to support contact tracing if required.
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.	We will collaborate with NSW Health if contacted in relation to a positive case of COVID-19 in our workplace and notify SafeWork NSW on 13 10 50.