



Coronavirus Guidance for Community Groups

Updated on 07.12.2020





Template for COVID-Safe Plan

Our COVID-Safe Plan

Name of Organisation:

Contact Person:

Separate Space to be used by the Hirer:

Description of Activity, Program or Service:

Equipment to be used:

Total Number of Participants:

Date Completed:

Communication

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide name of nominated person responsible as the key communication point for COVID-19 information for your group. Describe how they will stay informed about the latest advice on restrictions and how to stay safe.	
Describe how you will communicate you COVID-Safe Plan to all members and volunteers.	
How will you co-ordinate and communicate any future changes to restrictions in your COVID-Safe plan to all your members and volunteers	
How will you communicate to members Council's requirements and changes to the centre's conditions of entry?	
Please list the signage you intend to install if it is needed in addition to any already provided by Council.	
What methods will you apply to collect participant registration and attendance and where will these be kept for the 28 days? I.e. Registration, cards to collect information.	
What are your strategies to ensure your members and volunteers are following your club's COVID-Safe plan? What action will you take if members / volunteers do not follow this? Who will be responsible to implement non-compliance measures?	



Hygiene

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>What measures will you introduce to ensure group members are maintaining good personal hygiene? I.e. Hand sanitiser (Minimum 60% alcohol) stations for use on entering building and other locations, adequate supplies of hand soap and paper towels are available for group members, volunteers and staff.</p>	
<p>Where possible: What measures will be implemented to enhance airflow? I.e. Opening windows and adjusting air conditioning.</p>	
<p>What measures will be implemented to encourage participants and staff to wear a fitted face mask indoors or when unable to maintain 1.5 meters social distance from others.</p>	
<p>What training will be provide training to staff/volunteers on the correct use and disposal of face masks, use of PPE and on good hygiene practices?</p>	
<p>Outline how you will replace high-touch communal items and what alternatives can be used. I.e. Encouraging members to bring their own water bottle, leaving doors open to avoid touching door handles.</p>	
<p>If intending to serve tea and coffee, how will this be managed? I.e. Disposable cups, single serve sugar</p>	

Cleaning

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Please outline the measures you will implement to increase environmental cleaning and ensure high touch surfaces are cleaned and disinfected regularly. I.e. Disinfecting door handles, light switches.</p>	
<p>What measure will you implement to ensure that the used space and equipment are cleaned and disinfected after being used by the group</p>	



Physical distancing and limiting attendance

Guidance	Action to mitigate the introduction and spread of COVID-19
Outline how you will limit the number of attendees permitted in the space to maintain social distancing. Ie. Taking bookings	
What measures will you implement for managing physical distancing between people? (1.5 metres) ie. Separating chairs, floor signage.	
What considerations has been given to determine how people will enter and exit the centre and access toilets and kitchenette? Ie. Allocating a different entry and exit point for each group.	
What measures will be implemented to ensure that group members don't stay longer than necessary?	
What measures will be implemented to limit participants' movements around the centre? Ie. Where possible allocating different toilets for each group.	
Please outline what modifications will be implemented to the activities, programs and services to comply with COVID-19 Restrictions.	
What considerations has been given to conduct activities, programs and services outdoors.	



Record keeping and response to a suspected or confirmed case of COVID-19

Guidance	Action to mitigate the introduction and spread of COVID-19
How will you record the name and phone number of those in attendance?	
What steps would be followed to notify attendees in the event of an outbreak?	
What have you put in place to ensure group member are free of COVID-19 symptoms before attending?	
Date Submitted:	
Reviewed by:	
Comments/Further information required:	



Tools and Support

Appendix two: COVID-Safe Checklist

Before reopening

- Develop a COVIDSafe plan.
- Ensure your members, staff and volunteers have been sent a copy of your COVID-Safe plan.
- Check the latest restrictions to ensure activity is permitted to proceed.
- Set up a system for recording members, staff and volunteers contact details (name and a contact number and arrival time) to support contact tracing, and where those will be stored.
- Encourage members, staff and volunteers who are unwell not to attend activities and be tested for
- COVID-19. Members, staff and volunteers must remain in isolation at home until they get the result and it is negative for COVID-19.
- Ensure members, staff and volunteers know who to speak to should they become unwell or notice another member with symptoms of COVID-19.

When reopen

- Ensure venue is set up to support social distancing and that the density quotient of 1 per 2sqm allows (If not using electronic record keeping, a density quotient of 1 per 4sqm applies).
- Place hand sanitiser (minimum 60% alcohol-based) at entry and exit points so that member, staff and volunteers can use when arriving and leaving.
- Ensure appropriate detergents and disinfecting products are available to all members, staff and volunteers to effectively clean and sanitise all surfaces.
- Wipe down all frequently touched surfaces and objects 2 hourly, eg counters, tables, door, equipment, handles, keyboards, taps, chairs, tables, handrails, switches and lift buttons, tills, phones, vending machines, terminals.
- Sanitise any shared equipment between each use. Equipment that cannot be effectively sanitised should not be used.
- Consider what additional accessibility requirements should be implemented to ensure people of all abilities can access your venue and events safely and that physical distancing measures recognise the needs of all people and abilities.
- Organise staffing of entrances to ensure appropriate patron numbers are not exceeded.

