

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Menai District Toastmasters Club, Club no. 6320
Business location (town, suburb or postcode)	Menai Community Centre, 34-40 Allison Crescent Menai NSW 2234
Completed by	Arthur Ollett, Vice President Education
Email address	arthur.ollett@gmail.com
Effective date	15 January 2021
Date completed	6 February 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All club members and visitors will be assessed by a Club Executive member before entering the meeting venue and if determined to be unwell, members and visitors will be refused entry and advised to get tested.

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

manage a sick visitor.

All executive members of the Menai District Toastmasters executive committee will be made aware of current COVID-19 regulations, which includes the monitoring of members and visitors and the requirement of complying with social distancing, hygiene and cleaning.

All Club Executive members should be deemed 'COVID-19' Safety Marshals, with a responsibility to monitor the compliance of club members and visitors with regards to COVID-19 Safety Restrictions.

At the commencement of any organized club meeting or event, an announcement is to be made by either the club chairman or next senior executive officer to remind club members and visitors of their responsibility to comply with the 'COVID-19' Safety Plan: - Social Distancing, avoid physical contact (No hugging, handshaking or kissing) and the wearing face masks when deemed appropriate.

All club members and visitors will be assessed by a Club Executive member before entering the meeting venue and if determined to be unwell, members and visitors will be refused entry and advised to get tested.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

There are no leave entitlements applicable for the Menai District Toastmasters Club members.

Display conditions of entry (website, social media, venue entry).

Conditions of entry and compliance requirements are displayed on the Club Facebook site, Club Website and at the venue entry point.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

There are no applicable sub-premises inside the venue in which club meetings take place. The venue is a single meeting room inside the Menai Community Centre.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

The Menai District Toastmasters Club does not take bookings for weddings and funerals.

Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

The Menai Community Centre venue is known as the Small Hall. Its area is 65 sq. metres. With 4 sq. metres being allowed per person in Greater Sydney, the maximum number of people inside the room will be kept to less than 16. Any persons wishing to enter the room that already has 16 people inside will be refused entry.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Members and visitors will normally be seated within the venue. One person may stand at the speaking position. Seating and speaking position locations will be managed to ensure the physical distancing of at least 1.5 metres between people is maintained.

Common areas within the Menai Community Centre such as toilets and entrance/exit points are managed and marked as required by the 3Bridges Community and Sutherland Shire Council.

Members and visitors will be reminded regarding the need for physical distancing at the beginning of each meeting. Any non-compliance will be monitored by the members of the Club Executive who will take appropriate and reasonable action to correct non-

compliance.

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, and also of staff in meeting or break rooms.

Prior to meetings, a Club Executive will monitor the areas outside the meeting room to ensure physical distancing is maintained.

At the conclusion of a club meeting, club members and visitors will be requested to disperse in an orderly manner and at the same time observe social distancing.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

The number of people allowed in the room will be limited according to the available floor space. People are not required to queue within the room, therefore additional floor markings will not be used.

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.

Common areas within the Menai Community Centre such as toilets and entrance/exit points are managed and marked as required by the 3Bridges Community and Sutherland Shire Council.

Members and visitors will be reminded regarding the need for physical distancing at the beginning of each meeting including communal areas . Any non-compliance will be monitored by the members of the Club Executive who will take appropriate and reasonable action to correct non-compliance.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

There are no communal showers, change rooms and lockers associated with the venue that would be relevant to the club meetings.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Arrangements will be made with other users of the facility so that the use of any communal facility such as the kitchen area are staggered.

Use telephone or video for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Telephone and video will be used for essential club officer meetings. Physical distancing of 1.5 metres will be observed at all club meetings within the Menai Community Centre. No members or visitors will be involved in interaction with the public, therefore face masks are not necessary.

Face masks will be provided to meeting participants who wish to wear them.

Review regular business deliveries and request contactless delivery and invoicing where practical.

There are no business deliveries associated with the the club meetings.

Payments and invoicing will be carried out using online systems.

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.

There are no school or childcare aspects relevant to the conduct of the Club meetings.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners.**

High energy dance will not be allowed at Club meetings.

Hygiene and cleaning

Adopt good hand hygiene practices.

All club members and visitors will be encouraged to adopt good hand hygiene practices.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Club executive committee to ensure that alcohol hand sanitizers, alcohol hand wipes used to wipe pens or other club equipment are available.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Restrooms are regularly monitored by venue management/staff for the adequate supply of hand soap and hand paper toweling and or hand dryers.

If supplies are low, this will be raised by a Club Executive with relevant venue staff.

Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.

Participants will be encouraged to bring their own water bottle and/or cup for use in the loyal and second toast that is normally a part of club meetings.

No self-serve buffet style. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.

No food service will be included within club meetings. Participants will be encouraged to practice hand hygiene before and after coffee/tea breaks.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

Cutlery and tableware are not normally needed at club meetings. If used, these will be cleaned with 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.

There are no frequently used indoor hard surface areas associated with club meetings. Club meetings normally start at 7pm and finish at 9pm.

Communal facilities should be cleaned by the Menai Community Centre venue staff. If areas are found to require cleaning, it will be performed by a Club Officer Executive and the venue staff will be informed.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

There are no high intensity cardio classes undertaken within the Club meetings.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

The sharing of club equipment will be minimized where practical. Items such as pens, gavel, timing lights and lectern will be cleaned with detergent and disinfectant between use.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Detergent/disinfectant and gloves will be available for use during club meetings should participants wish to use them.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant solution will be provided at club meetings that will be maintained at the appropriate strength and used in accordance with the manufacturer's instructions.

People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.

People who are involved in reorganising furniture will be required to wash their hands thoroughly before and after with soap and water.

Encourage contactless payment options.

All incoming and outgoing payments are made using online banking services.

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).

Natural ventilation will be used by opening windows where possible. The venue has a fitted air-conditioning system that is optimised and maintained by the Menai Community Centre management that will also be used.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Contact details and time of entry for all people entering the venue at each meeting will be recorded using the electronic means provided by the NSW State Government's QR Code system. The QR code will be displayed at the entry and within the venue and all people will be required to scan the code and submit their details. For people who are unable to scan the QR code, their details will be entered on the NSW State Government's QR Code system web form.

Failure to provide contact information will result in refusal of entry into the venue.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

All records regarding name, contact number and entry time for all participants are provided to the NSW State Government's QR Code system and are assumed to be appropriately protected in relation to privacy and security. No separate records will be kept by the club.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All club members and visitors will be made aware of the COVIDSafe app and its benefits to support contact tracing.

Community centres and halls should consider registering their business through nsw.gov.au.

The Menai Community Centre rooms for hire are managed by the Sutherland Shire Council. The Council requires hirers to have their own COVID safety plan. The Menai District Toastmasters Club is also registered through nsw.gov.au.

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.

The Club Executive members will provide full cooperation with NSW Health and SafeWork NSW in relation to any COVID-19 issue associated with club meetings and operations.

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

Yes