

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

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Northern Beaches Concert Band (NBCB)
Business location (town, suburb or postcode)	Narrabeen NSW
Plan completed by	David Smart, secretary
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Date	12 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

E-mail sent to all members and staff reminding that if anyone has experienced any recent symptoms (cough, shortness of breath, sore throat, fever or runny nose) or has been in contact with anyone known to have COVID-19, they should not participate in a rehearsal or performance. Anyone experiencing these symptoms should be tested immediately for COVID-19, and remain isolated at home until results are available. Those at increased risk of severe illness (e.g. those with pre-existing medical conditions or older persons) should consider refraining from participating. Posters to be displayed on entry <https://www.health.nsw.gov.au/Infectious/covid-19/Publications/poster-keep-safe-dist.pdf>.

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.

E-mail sent as above. Note that the band does not have visitors.

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

The single staff member is an ex officio member of the committee and is an integral part of the Covid-19 planning.

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

E-mail sent to all members and staff. Website has a Covid-19 page which includes appropriate information.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Cinemas and theatres**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings, funerals and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Not applicable.

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.

Specific limits also apply for weddings, funerals, memorial services and gatherings after such events.

Hall size will be measured and maximum number of occupants (including staff) will be calculated. Additional space allowances will be made for wind instruments and conductor distancing.

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 that complies with one person per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Participants should maintain 1.5 metres physical distance where practical.

Rehearsals spaced in groups of up to 20 with a minimum of 3 metres between groups. Composition of the various groups will be determined by the committee in consultation with the conductor and will be administered by the hall supervisor.

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.

There will be no spectators at rehearsals. Spacing at performances will be determined by the performance organisers and documented in their event planning.

Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.

Seating will be arranged by committee members and the hall supervisor with particular regard to maintaining 1.5 metres of physical distancing between members, and 3 metres gap between groups. In addition, there will be additional spacing in front of flute players and also in front of the conductor (at least 3 metres).

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.

The rehearsal hall will be opened well in advance of rehearsal start time, so there will not

be gatherings outside the premises. Members will be reminded not to gather at the end of rehearsals and instead to leave promptly.

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

The seating will be laid out to recognise physical distancing. There will be no need to queue.

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

No such facilities will be used at rehearsals.

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

No such facilities will be used at rehearsals.

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

No such facilities will be used at rehearsals.

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.

Meetings are held by e-mail or Zoom.

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

Invoicing is by e-mail. Funds are received via bank transfer/deposit in almost all instances. There are no deliveries.

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.

Not applicable.

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.**

Not applicable.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitizer will be provided at the entry. In addition, disinfectant wipes and gloves will be provided for people handling communal equipment.

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

A table will be set up with hand sanitizer.

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.

Bathrooms will be checked by the hall supervisor and restocked as needed.

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

E-mail sent to all members and website updated. Additional requirements: no shared music; no shared music stands; no shared instruments (except percussion); players to provide their own cloths to catch and remove condensation.

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.

Not applicable.

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

Not applicable.

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.

Members will use provided disinfectant wipes to clean their personal space before and after rehearsals. Percussion instruments will be sanitized before and after use and actual touching of the instruments will be minimised as much as possible. Where possible, percussionists will use their own sticks or beaters.

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

Not applicable.

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

The only instruments that may be shared are percussion instruments and personal contact with those instruments will be minimised. In general, percussion sticks or beaters will not be shared. Appropriate disinfecting means will be used on the percussion instruments such that they are not damaged by the process.

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

The hall supervisor will provide these in association with the committee.

Disinfectant solutions need to be maintained at an appropriate strength and used in

accordance with the manufacturers' instructions.

Purchased as required.

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

Gloves and wipes will be available for this purpose.

Encourage contactless payment options.

Existing procedures already encourage this, and nearly all payments are already made electronically by members.

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Only members and staff will be attending rehearsals. Therefore, contact information is already known and stored separately. A record will be maintained of all members attending each rehearsal and this will be retained for at least 28 days.

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

Included in general e-mail. Attendance will be recorded by paper record, however.

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

NBCB is a registered organisation. It is a tenant, rather than a provider, of the premises where it rehearses.

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.

NBCB can be contacted via the secretary at david.smart.mobile@gmail.com or 0417-217-

703 and will assist as needed.

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

Yes