

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



Your COVID-19 Safety Plan

General

Business details

Business name	Northern Beaches Concert Band (NBCB)
Business location (town, suburb or postcode)	Narrabeen NSW
Completed by	David Smart, secretary
Email address	david.smart.nbcband@gmail.com
Effective date	11 October 2021
Date completed	11 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

E-mail sent to all members and staff reminding them 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 with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.
Agree

Yes

Tell us how you will do this

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

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

E-mail sent to all members and staff. Website has a Covid-19 page which includes appropriate information. Note that the band does not have visitors or customers.

Encourage staff to access COVID-19 vaccination.
Agree

Yes

Tell us how you will do this

Staff are already vaccinated. Members are encouraged to obtain vaccination via reminders on the website and in e-mails.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

The band will not meet until December 2021, at which time the 4 square meters of space will have been replaced by 2 square metres. The band has a membership requirement , so the maximum number of attendees is well known and does not exceed this limitation.

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

There is no queuing and members are encouraged to leave at the end without intermingling. Seating is laid out by committee members who are aware of the 1.5m rule. There is only one staff member.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

There are no congestion areas.

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

Agree

Yes

Tell us how you will do this

Members are encouraged not to congregate. There are no other attendees.

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> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Windows and doors open easily and will be used as appropriate.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable.

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

Agree

Yes

Tell us how you will do this

Windows and doors open easily and will be used as appropriate.

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).

Agree

Yes

Tell us how you will do this

Windows and doors open easily and will be used as appropriate.

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

Agree

Yes

Tell us how you will do this

This is a Department of Education facility and is maintained to their standards.

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

Agree

Yes

Tell us how you will do this

This is a Department of Education facility and is maintained to their standards.

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

This is not practical during rehearsals.

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

Agree

Yes

Tell us how you will do this

Hand sanitizer is provided, as are sanitizing wipes and gloves for equipment.

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

Agree

Yes

Tell us how you will do this

This is a Department of Education facility and is maintained to their standards.

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.

Agree

Yes

Tell us how you will do this

This is a Department of Education facility and is maintained to their standards. Additionally, equipment used is wiped down before and after with sanitizing wipes.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

The Service NSW QR code system has been in use throughout 2021. Members are fully aware of the system. Additionally the Health Department's form is used for those few members who do not have smart phones.

Processes must 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.

Agree

Yes

Tell us how you will do this

Members are well known to each other and the check-in process is monitored by a committee member. The band secretary has contact information for all members.

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, customers 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.

Agree

Yes

Tell us how you will do this

All band members will have the required language skills and mental acuity to provide contact details. The Health Department form is used for those few members who do not have smart phones. The form is transcribed to a spreadsheet and kept for a minimum of 28 days. This latter can be provided immediately upon authorised request to the secretary.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable.

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

Yes