

Template: 30 June 2020

Completed/updated: 16 July 2020

COVID-19 Safety Plan

Effective 1 July 2020

Community centres and halls

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your venue. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: Tantrum Youth Arts**Plan completed by:** Susie Smith (A/General Manager)**Approved by:** Chris Dunstan (Artistic Director/CEO)

> REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Prior communication to staff, Tantrum participants (or parents/guardians of Tantrum Participants if U18), and venue hirers. Install signage outside venue.
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.	Ensure all staff complete Australian Government Department of Health's Infection Control Training – COVID-19 (e-learning) - file certificates of completion. Design/deliver a site-specific COVID-19 induction for staff/hirers prior to re-opening the venue - file signed checklists. Design/deliver induction for participants.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Liaise with staff to negotiate the continuation of working remotely where appropriate.
Display conditions of entry (website, social media, venue entry).	Install signage with max capacity for each room/space (see below).
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Swimming pools • Gyms • Conference and function venues • Cinemas and theatres • Restaurants and cafes. 	N/A

Physical distancing	
Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff).	Office - 5 person max Studio - 22 person max (20 participants, 2 facilitators/instructors) Kitchen (in Studio) - close/cordon off to participants/venue hirers Bathrooms - 1 person max per bathroom
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.	Communicate max capacity of Studio to hirers (cover in induction). Limit number of participants for Tantrum activities accordingly. Install floor markers in Studio to help facilitators/instructors space participants appropriately. Ensure activities are non-contact as much as practical. Tantrum facilitators will be instructed to plan accordingly (submitting digital plan prior to each workshop). Set expectation for hirers around non-contact activities (cover in induction).
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.	N/A
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.	Only provide access to a limited/fewer number of chairs and drama blocks in Studio. (With chairs, potential to use colours to differentiate between Tantrum use and hirer use.) Ensure chairs/blocks are cleaned with disinfectant wipe after each use. Tantrum workshop participants may collect their own chairs/blocks but the facilitator will be responsible for disinfecting them (cover in induction).
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.	Communicate with parents/guardians and hirers to minimise number of people waiting in front yard before/after scheduled sessions. This may include encouraging waiting in cars and waiting for the facilitator/instructor to call participants in.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	No queuing required. As above, manage people waiting in front yard.
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.	Close/cordon off kitchen in Studio to participants and venue hirers. Regarding kitchenette in Office, encourage staff to bring their own utensils and store food/drink in their own containers/bags where practical. Encourage eating outside (where practical). Staff asked to disinfectant any appliances used/surfaces contacted in kitchenette.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Instruct staff, hirers and participants that showers in bathrooms are NOT to be used - cordon off.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	See above. Further to this, staff/hirer to open bathrooms prior to each session to ensure participants' contact with keys, door handles etc. is limited. Provide each staff member with their own bathroom key to avoid sharing.
Use telephone or video for essential staff meetings where practical.	As above, negotiate continuation of working remotely on a staff-by-staff basis. Devise Office rosters to minimise staff numbers at any given time. Site deliveries are minimal.
Review regular business deliveries and request contactless delivery and invoicing where practical.	
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.	Tantrum facilitators instructed to plan accordingly (submitting digital plan prior to each workshop).

Hygiene and cleaning	
Adopt good hand hygiene practices.	Install signage.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	External cleaners to stock/restock appropriate hand sanitiser in each room/space at multiple locations. Encourage staff, hirers and participants to use hand sanitiser on entering the Studio and Office.
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.	External cleaners to stock/restock bathrooms. Provide paper towel instead of fabric towel.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	Inform participants, parents/guardians, hirers and staff to bring their own water bottles. Hirers will no longer store communal exercise equipment on-site - participants to bring own.
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.	N/A
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	All used kitchenware by staff washed daily with detergent. Encourage staff to bring own utensils.
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.	External cleaners contracted, supported by permanent staff where necessary. Focus on daily mopping of Studio floor after use, cleaning of bathrooms and disinfection of high touch areas.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	See above. Both Tantrum and hirer activities are generally low-intensity.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Manage use/cleaning of any Tantrum equipment by staff/hirers (e.g., music dock/speakers). Props/costumes from storeroom are NOT to be used in creative workshops unless approved.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	External cleaners to stock/restock sanitiser/soap/disinfectant. Tantrum to purchase gloves for staff/visitor use if requested.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	External cleaners contracted and consulted.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Provide gloves for staff to move furniture only where approved.
Encourage contactless payment options.	No on-site payment for Tantrum activities. Encourage hirers to use contactless payment if required.

Record keeping

<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors where practical 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.</p>	<p>Studio: Hirers - ensure sign-in sheet is used. Tantrum to provide template and scan/file completed sheets. Tantrum activities - only pre-registered participants can join in. Continue to keep digital rolls. Office - implement sign-in/sign-out sheet to complement roster. Tantrum to provide template and scan/file completed sheets.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Include in staff induction.</p>
<p>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.</p>	<p>Refer to Tantrum's Forced Venue Closure procedure.</p>