

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

Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

Business details

Business name	Hornsby Musical Society
Business location (town, suburb or postcode)	3 Amor St, Asquith
Completed by	Lauren Oxenahm
Email address	mail@hornsbymusicalsociety.com.au
Effective date	28 September 2020
Date completed	16 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

- o No person is to attend a rehearsal or performance if they have the following symptoms: cough, fever, sore throat, shortness of breath or if they have been in contact with another person who has been sick
- o A member of the committee and the director should be notified immediately of any of the above.
- o Any member who displays flu related symptoms should not come to rehearsal and should get tested for COVID19 immediately.
- o All members will be required to provide proof of COVID19 testing as per the situations

above

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.

Production team and committee members will be required to read and follow the Covid Safe Plan and at least one person per event must have completed the Australian Government Department of Health COVID-19 Infection Control Training.

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

As a volunteer organisation there are no leave entitlements. No person is to attend a rehearsal or performance if they have the following symptoms: cough, fever, sore throat, shortness of breath or if they have been in contact with another person who has been sick.

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

A copy of this plan will be distributed to our members via email in addition to being available at the venue for each rehearsal.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register this through nsw.gov.au.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through nsw.gov.au.

Not Applicable

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 4 square

metres (excluding staff). Children count towards the capacity limit.

- o Maintain 1.5m physical distance, ensuring only 1 person per 4sqm
- o Strictly no physical contact between participants.

Ensure sport and recreation activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical. Children count towards the capacity limit.

No more than 20 members plus the appropriate production team member will be present in any one rehearsal space.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

- o Only production team members and relevant cast may attend rehearsals – ie. No parents, friends and/or other visitors.
- o If a member requires to be picked up/dropped off by a parent etc. they are required to wait outside the venue - ensuring 1.5m physical distance.

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**

- o Classes/rehearsals will be managed to ensure 1.5m physical distancing is maintained.
- o Any partner dancing will be done with the same partner at every rehearsal/class.
- o High touch areas will be disinfected after each class/rehearsal.

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

- o No more than 1 person is to use the bathroom/change room at any one time to ensure physical distancing

o High touch areas to be disinfected after each use

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

o Encourage members to prepare at home where possible

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

o Where appropriate 1.5m markers will be placed on the floor to ensure physical distance is maintained.

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

o Communicate with members, parents and friends that they are to maintain 1.5m distancing outside the premises when arriving/departing and should depart as soon as practical

Use telephone or video platforms 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.

o Zoom to be used for rehearsals where feasible to avoid as much in person contact as possible

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

Not Applicable

Hygiene and cleaning

Adopt good hand hygiene practices.

o Encourage all participants to wash their hands before and after each rehearsal/class

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

o Alcohol-based hand sanitisers will be made available for all rehearsals, for use prior, during and following rehearsal.

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.

o Paper towels and hand soap will be regularly checked and replenished as necessary

Encourage visitors to bring their own water bottles, sweat towels and equipment.

o No shared equipment, drink bottles or food.

o All members are encouraged to clean personal property that is brought to rehearsals (i.e sunglasses, mobile phones, iPads) with disinfectant.

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.

o Hard surface areas will be disinfected before and after each rehearsal/class

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

o Hard surface areas will be disinfected before and after each rehearsal/class

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

o No shared equipment, drink bottles or food.

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

o Cleaning supplies will be provided for members

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

accordance with the manufacturers' instructions.

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Staff are to wash hands thoroughly with soap and water before and after cleaning.

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Encourage contactless payment options.

o Cash to no longer be accepted. EFT only.

Record keeping

Keep a record of name and a contact number for all staff, volunteers, participants, visitors and contractors 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.

- o An attendance log will be kept at each societal event.
- o Member contact information is kept on file.

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

Advise all committee/production team of the benefits of the COVIDSafe app

Indoor recreation facilities should consider registering their business through nsw.gov.au.

HMS to register as a COVID safe business

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.

All committee and production team members advised to 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.

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

Yes