

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

## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

Business name	New Steel City Strings Inc
Business location (town, suburb or postcode)	Woonona
Completed by	Lyndall Fowler
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Effective date	15 October 2020
Date completed	26 October 2020

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#### Wellbeing of staff and customers

##### **Exclude staff, volunteers and visitors who are unwell.**

There will be a message on the website and booking site advising patrons not to attend if unwell, volunteers and musicians are reminded not to attend if unwell and as people arrive we will double check that they do not have a temperature, cough or sore throat. If they do they will not be allowed to enter.

##### **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.**

Training has been provided to musicians and volunteers about COVID Safe practice and

regulations.

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

All musicians and volunteers are aware of the need to self-isolate if unwell - we do not have any employees.

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

Conditions of entry will be included on the SCS website, SCS social media and communications as well as on the booking site. A sign clearly displaying conditions of entry will be posted at the door of the venue and a COVID Safe marshal will be posted at the entry to ensure conditions of entry are met.

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

- **Swimming pools**
- **Cinemas and theatres**
- **Corporate events (if hiring out space)**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through [nsw.gov.au](http://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](http://nsw.gov.au).

Venues taking bookings for weddings, funerals and corporate events 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.

COVID Safe plan in place and Live Performance Australia (LPA) Guidelines in use.

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## **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 apply for weddings (150 patrons), and funerals, memorial services and gatherings after such events (100 patrons). Ensure no more than 30 people per table, and that attendees remain seated for the event as much as possible.

Seating plan developed to ensure COVID Safe spacing. LPA Guidelines utilised to ensure safe spacing for musicians.

**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.**

Seating plan in place.

**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.**

Seating plan accommodates requirements 1.5m rule

**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.**

ALL seating will be 1.5m apart

**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.**

There will be a COVID Safe marshal outside the hall - our audience is usually older people who are self managing their risks and well aware of COVID Safe practice.

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

The performance has been limited to 1 hour with no interval to minimise gathering in

the foyer and toilets.

COVID Safe marshal will stagger entry to foyer and then entry to hall. Another COVID Safe marshal will be deployed to manage queue to toilets.

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

The foyer of the hall is the main risk area with a registration desk and 2 volunteers to manage people traffic

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

While use of toilets will be minimised by a short concert with no interval we will post a COVID Safe marshal by the toilet s before and after the performance to ensure physical distancing

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

Not applicable

**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.**

Masks will be encouraged and disposable masks provided on the registration desk for those who want to wear one.

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

Not applicable

**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

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

All volunteers, and musicians are aware of COVID Safe practice with regard to hand hygiene

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

Hand sanitiser will be available at the venue entry and on the registration desk.

### **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.**

This is a Council responsibility but we will check that these requirements are in place when we arrive and carry additional supplies in case they are needed.

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

Patrons will be encouraged to bring their own water bottle as no refreshments will be provided.

**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 catering - short performance with no interval.

**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.**

Council responsibility in general - we will clean door handles and taps in bathroom and door handles or points of contact on any other doors once people have entered hall and after they have all left the premises.

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

Council responsibility

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

Musicians all have their own music stands which will be cleaned before and after use - they ensure that they are the only people handling their instrument and instrument case. This does mean we need space to store instrument cases and personal belongings during the warm up and performance.

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

The COVID Safe Kit contains hand wipes, disinfectant spray, paper towels, CHUX, gloves, masks etc

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

### **accordance with the manufacturers' instructions.**

COVID Safe Kit contains appropriate disinfectant spray.

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

All volunteers setting up the seating and musicians setting up their music stands will be required to wash their hands before and after set up and bumping out. We will offer disposable gloves to those volunteers setting up seating if they prefer.

### **Encourage contactless payment options.**

Tickets should be all be pre-purchased but if there are walk-ins for any available seats left contactless payment is available.

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## **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 and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.**

Details of patrons who buy tickets on the Try Booking site are stored electronically and this list will be printed after the performance and stored electronically in a secure manner for 28 days. The details of all performers and volunteers as well as walk -ins will be recorded manually on the day and then stored electronically in a secure manner for 28 days.

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

All performers and volunteers are aware of the COVIDSafe app

### **Community centres and halls should consider registering their business through**

**nsw.gov.au.**

Steel City Strings is registered as a COVIDSafe organisation

**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.**

We will co-operate with NSW Health if contacted about a positive case and notify Safe Work NSW as required.

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

Yes