

## COVID-SAFE PLAN – STEP 3

Business name:

*Bagster Road Community Centre*

Has a maximum capacity of:

*259 people (excluding staff)*



is aware of current infection control and precautionary measures as recommended by health authorities and set out in this plan



agrees to comply with general and specific obligations under current Emergency Management Directions



this COVID-Safe Plan is available on-site

Venue areas		
Name	Area (in m <sup>2</sup> )	Max people (excluding staff)
Computer room	12	6
Novita Offices	12	6
Reception and front foyer area	100	50
Childrens creche area	90	45
Kitchen space	36	18
Meeting room 1	9	4
Meeting room 2	9	4
Training Room	18	9
Hall	136	68
Cafe seating area/Side entrance	40	20
Toilets (General and Disabled)	40	20
smoking courtyard/bin area	18	9



## COVID-SAFE PLAN – STEP 3

### Summary

<b>Name of business</b>	Bagster Road Community Centre
<b>Business or activity</b>	Indoor public meetings
<b>Address of business or activity</b>	17 BAGSTER ROAD SALISBURY NORTH SOUTH AUSTRALIA 5108
<b>Owner or Operator name</b>	Michelle Grinter
<b>Contact name</b>	Michelle Grinter
<b>Contact phone</b>	82504167

### People capacity (excluding staff)

#### Venue areas

Name	Area in m <sup>2</sup>	Maximum number of people (excluding staff) in this area
Computer room	12	6
Novita Offices	12	6
Reception and front foyer area	100	50
Childrens creche area	90	45
Kitchen space	36	18
Meeting room 1	9	4
Meeting room 2	9	4
Training Room	18	9
Hall	136	68
Cafe seating area/Side entrance	40	20
Toilets (General and Disbled)	40	20

smoking courtyard/bin area	18	9
<b>Total number of people (excluding staff) allowed on premises</b>	<b><u>259</u></b>	
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>To have more than 1,000 people, you must have a COVID Management Plan approved by SA Health.</li> <li>You also need a COVID Management Plan if you wish to offer both consumption of alcohol and dancing at your premises/activity.</li> <li>If you have indicated your interest in either of these things, you will be contacted with more information about how to submit a COVID Management Plan.</li> </ul>		

## Obligations

### General principles

- The maximum number of members of the public per separate room or outdoor area must not exceed 1 person per 2 square metres of publicly accessible space. Note: this requirement does not apply to movable places.
- To be considered a separate room, a space must be enclosed by a ceiling, and substantially enclosed by floor to ceiling walls, regardless of whether the ceiling or walls or any part of them are permanent or temporary.
- A COVID-Safe Plan must be submitted by all individuals or organisations that own, operate or host Defined Public Activities as outlined by the Emergency Management (Public Activities No 3) (COVID-19) Direction 2020.

This includes all venues/facilities that were previously directed to close by Emergency Management Directions.

The form must be produced on request from an authorised officer.

- No more than 1,000 people are allowed on site at any one time. To have more than 1,000 people on-site, you will need to prepare a dedicated COVID Management Plan and have this approved by SA Health.

**I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000**

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### Indoor public meetings (halls, meeting chambers, community facilities)

#### Indoor public meetings – attendance records

- You must keep an attendance record, including the name, phone number or email address, and date and time of people attending your indoor public meeting or similar activity.

- This attendance record must be provided for inspection when requested by an authorised officer.
- This attendance record may only be used for the purpose of contact tracing in relation to COVID-19.

**I understand that the above requirements are legal obligations under current  
Emergency Management directions. If I do not comply with these, I may face a  
fine of up to \$5,000**

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## Recommendations

### General

#### Physical distancing

- Maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, where possible:
  - This includes between groups within each room.
  - At entry and exit points.
- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 2 square metres).
- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.
- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible.
- Minimise mixing between separate rooms or groups of people as much as possible.
- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).
- Consider placing floor/wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.
- Consider limiting the duration of any activity to 2 hours or less where possible.
- Encourage and support downloading of COVID-Safe App.

#### Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).
- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.
- Provide hand sanitiser on entry and exit of the premises.
- Consider installing signage on hand hygiene and cough etiquette.
- Ensure bathrooms have soap and running water for handwashing.

- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.
- Consider keeping communal showers closed where possible, however, if used, maintain 1.5 metres distance between people.
- Communal toilets and change rooms can now be used. Physical distancing should be observed in change rooms.

#### **Staff**

- Staff must stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not cross over to reduce the risk of transmission.
- Consider how you will minimise contact between staff and site visitors such as delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan.

#### **Ready for business**

- Print or download your COVID-Safe Plan.
- Print and display SA Health COVID-Safe materials (such as signage/posters on hygiene, physical distancing).
- Check the condition of equipment and facilities to ensure they are fully functioning, such as gas, electricity, toilets.
- If relevant, check food and beverages have not been contaminated or are now out of date.
- Ensure all staff are aware of this plan and the requirements that are relevant to them.
- Review obligations under existing legislation which will continue to apply.
- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create new safety or security risks.

#### **Response planning**

- Ensure you and your staff have a basic understanding of how to respond to a case of COVID-19 at the workplace.
- A step-by-step summary of actions to take is:
  1. Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.
  2. If the person is at your premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps. Seek government health advice.
  3. If well enough, ask the person to go home, seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
  4. Close the premises, ask all patrons and unnecessary staff to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow.
  5. Notify SA Health via [HealthCommunicableDiseases@sa.gov.au](mailto:HealthCommunicableDiseases@sa.gov.au) so that they can trace any contacts of this person and contain the spread. SA Health may ask for any attendance records you may have kept to assist with this.
  6. SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. Note: this may include your staff; as such, it is recommended to have contingency plans in place.

- Regularly review your COVID-Safe Plan. Update it if needed, for example if your place of doing business or the services you offer change.

**I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe**

Checked

### Indoor public meetings (halls, meeting chambers, community facilities)

#### Indoor public meetings – physical distancing

- Establish seating arrangements to ensure physical distancing.
- Choirs and other singing groups must be physically distanced as much as possible (because of increased droplet spread during these activities).
- Remove shared water stations.
- Consider limiting the duration of events to no more than 2 hours.

#### Indoor public meetings – hygiene

- Avoid using shared plates of food, including by participants.
- Advise participants to bring their own equipment where practical.
- Any shared equipment should be cleaned between use.

**I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe**

Checked

### Notes (optional, for use by owner/operator)