



The St George Creative Arts and Crafts Centre Inc -  
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### Covid-19 Safety Plan

Requirements	Actions
<b>Wellbeing of Staff and Visitors</b>	
<p>Exclude staff, volunteers and visitors who are unwell</p>	<p>Have notices on website and newsletter not to attend if unwell            Sign on front door telling people not to enter if unwell            Temperature screening prior to class for all students and group members, asked to leave if they have a temperature above 37.4°C</p>
<p>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.</p>	<p>Before the Centre opens have an information session for all tutors, volunteers, group leaders and staff. They will be trained on all areas of the Covid-19 Safety Plan including how and when to clean each workspace/area, screening of students and members and staff. This will be in a handout for all. Staff will be instructed not to come to work if sick. Each group leader, tutor, staff member and volunteers must attend these sessions and agree to the implement the plan.</p>
<p>Display conditions of entry on the website and venue. Consider displaying the maximum number of people allowed in each space shown at a clear place of entry.</p>	<p>Have on the website the full Covid-19 plan. It will have the maximum numbers for each space in the Centre. At the front door there will be information outlining conditions of entry. A newsletter informing members of the conditions of entry will be emailed.</p>
<b>Physical Distancing</b>	
<p>Ensure capacity does not exceed one person per four square metres.</p>	<p>Limit the number of members in each workspace to one person per four square metres and social distancing of 1.5 metres between members when at a table.</p>
<p>Ensure indoor group activities have no more than 20 participants plus the instructor or facilitator and any assistants, per space and comply with one person per square per 4 metres</p>	<p>Each work area with social distancing will have spaces on the table to show how many can be at that table. No area will have more than 20 people (less depending on the 4 square metre rule).</p>
<p>Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.</p>	<p>Each member will be sitting or standing 1.5 metres from another member or tutor.</p>

Ensure any spectators comply with 1.5 metres physical contact, such as through staggered seating. People who live in the same household are not required to distance.	There will be no spectators in each workspace. Parents will be dropping off their child(ren) and pick up only. Tutors will ensure there are no people hanging around unnecessarily and ask they social distance 1.5 metres. If an area is too crowded, people will be asked to wait outside.
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	The furniture in each workspace will be there for the maximum numbers allowed in each area. Excess furniture will be removed from workspaces. Tutors and group leaders must ensure no furniture is moved from another area.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as drop off and pick up zones or staggered class start times.	Outside the premises tape on the ground reminding people to social distance. The tutor/group leader must manage their group prior to entry.
Reduce crowding wherever possible and promote physical distancing with markers on the door, including where people are asked to queue.	Each group will be asked to go to their area after they have been screened by their leader. There will be markers on the table showing where they will be able to sit. After each group has finished, they will be asked to leave the Centre in a timely fashion. The front desk will have tape showing where to stand and each are the maximum numbers allowed.
<b>Hygiene and Cleaning</b>	
Adopt good hand hygiene practices.	Have signs showing hand hygiene in the bathroom, soap, paper towels and hand sanitiser available throughout the Centre. Ask all members to use hand sanitiser prior to each class.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser will be available at the entry and in all workspace areas.
Ensure bathrooms are well stocked with hand soap and paper towels.	All hand towels will be removed and replaced with paper towels. Soap will be provided.
Provide visual aids above hand wash basins to support effective hand washing.	A display sign will be provided in the kitchen and bathroom reminding people to wash hands.
Encourage participants to bring their own water bottles, snacks, towels, exercise mats etc and encourage eating outside.	The kitchen area and tables close to that area will be closed for making tea, coffee, lunches etc. Members are asked to bring their own beverages. Any member eating will be asked to go outside. There will be no use of the communal kitchen equipment including the urn, microwave oven, coffee cups etc.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily: first with detergent and water, then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times a day.	The tutors/group leaders will be required to wash the area with detergent and water and then disinfect at the beginning their session. They must disinfect at the end of their session. This will include tables and chairs and any other areas where members would have made contact. Gloves must be worn, and hands washed after cleaning.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Ensure there is no sharing of equipment. If equipment is not the member's, the group leader/tutor must wash and disinfect.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Spray bottles of disinfectant, detergent, cloths, disposable gloves and buckets will be available in the Centre.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	Spray bottles of disinfectant will be made up according to the bottle's directions.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.	Ask members to have the correct amount in an envelope for payment or pay by direct deposit. Each tutor can provide their bank details as well as the Centre's bank details.
<b>Record Keeping</b>	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contactors 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.	A roll will be taken for each class/group. This must be stored in the office after each class. Any visitors will be asked to give their details at the front desk. There will be a sign in for visitors. Records must include a date of when they attended the Centre, their name and phone number or email address.
Make your staff aware of the COVIDSafe app and its benefits	Staff will be made aware of the COVIDSafe app. It will be their decision whether they wish to install the app.
Cooperate with NSW Health if contacted in relation to a positive case of Covid-19 at your workplace and notify SafeWork NSW on 131050	The Centre will cooperate with NSW Health if contacted in relation to a positive case of Covid-19 at your workplace and notify SafeWork NSW on 131050