

Covid-19 Safe Plan

Date reviewed 20/2/2021

Version 5

Balwyn Community Centre strives to provide a healthy and safe work and meeting place for staff, tutors, volunteers, contractors, members and participants and children and their families attending our childcare centre.

To that end, Balwyn Community Centre will adhere to all the recommended guidelines from the Department of Health and Human Services in relation to the control of COVID 19, in order to minimise exposure to the virus.

The following strategies must be followed by everyone entering the Balwyn Community Centre premises:

Face masks	<ul style="list-style-type: none">• Face masks are now mandatory indoors for all public spaces (unless you are eating or drinking). This applies to all staff, volunteers, participants and visitors.
Hand hygiene	<ul style="list-style-type: none">• Hand sanitisers will be located in each classroom and the childcare room.• Hand sanitising stations will be located outside the childcare room, in the entry foyer of the Function Centre, in the main foyer and two stations will be located in the upstairs break out area.
Signing in	<ul style="list-style-type: none">• Anyone visiting the centre for more than 15 minutes is required to sign-in and hand sanitise at reception. QR code is the preferred method of signing in but for those who don't have the ability to do so, paper sign-in will be required.

	<ul style="list-style-type: none"> • All classes and activities have an attendance sheet that is required to be completed by the tutor or facilitator. The attendance sheet includes the date and time of the class/activity and person's name. • Personal details of all members of the Centre are held in our data base. As members enrol for their class/activity for 2021 they will be required to update their details with reception staff to ensure we have current information. • Room hirers will be required to ensure that all their participants sign-in using either the QR code or paper sign-in.
<p>Social distancing and reducing the congregation of adults</p>	<ul style="list-style-type: none"> • Everyone is expected to maintain a social distance of 1.5metres from each other and will be reminded, if need be, to move away from each other. • No more than 1 person per 2sqm. • There is no longer a person cap in place however information regarding room quotas for Balwyn Community Centre will be at the entrance to each room. • All rooms have been measured to ensure correct calculation of the number of people able to be in the space. • Participants will be asked to vacate the room and leave the Centre once their activity has finished. • Signage will be placed on the floor of entrance and reception areas, including at the entrance of our childcare, at a minimum of 1.5mts apart to remind people to keep social distance. • Room hirers will be informed before their request is booked of the limitations regarding the space they are hiring. Written information regarding the number of people attending their activity is required on the Room Hire Application Form. • Tables/desks in classrooms and offices will be spaced to ensure a minimum of 1.5 mts between each person.
<p>Signage</p>	<ul style="list-style-type: none"> • Signs will be placed outside each room informing the maximum number of people who can be in the room at any one time. • Signage will also be placed outside the lift. • Signage regarding health symptoms will be placed at front doors to House and Function Centre, and other appropriate locations. Sign used will be the one provided by City of Boroondara. • Signage regarding correct methods of hand washing and hand sanitising will be placed in all the toilets. Sign used will be the Victorian Department of Health and Human Services sign.

Access to kitchens	<ul style="list-style-type: none"> • Kitchens and the common gathering areas will be open but will close should advice from the Victorian Government advise that restrictions need to tighten. These areas include the upstairs kitchen, the upstairs breakout area (in the event of tighter restrictions will be open for people to walk through but not stop), the downstairs kitchen and the Function Centre kitchen. The Function Centre kitchen will be available for room hirers unless advised otherwise.
Cleaning	<ul style="list-style-type: none"> • Regular cleaning of the Centre will be undertaken by our cleaner three times per week. Following current advice from DHHS, disinfectant will not necessarily be used unless directed by DHHS guidelines. • Childcare staff are cleaning the childcare area after each session.
Exercise classes	<ul style="list-style-type: none"> • Participants will be required to bring their own equipment if possible, including yoga and Pilates mats. • Tutors will modify their class to minimise the need for exercise equipment. • Participants will be asked to bring hand towels for use when using equipment and disinfect equipment with disinfectant wipes provided.
Groups hiring Balwyn Community Centre facilities	<p>Hirers at Balwyn Community Centre must adhere to the guidelines outlined in this COVID Safe Plan. In addition, the following guidelines must be adhered to:</p> <ul style="list-style-type: none"> • Tables set up for dining must be distanced 1.5 metres apart. There is no maximum number of persons per table. • Standing food and beverage service is permitted. Food (finger food) on platters can be passed around the guests. • Shared plates are permitted as long as they are shared within a group at the same table. • Self-service buffet style food service areas, cutlery and glass stations and communal drink and condiments are not permitted. <p>Dance floor</p> <ul style="list-style-type: none"> • A maximum of 50 people are allowed on the dance floor at any time. 1 person per 4 sq mts <p>Live Music</p> <ul style="list-style-type: none"> • Must be positioned 5 mts distance from the audience and 2 mts between performers. Outdoor performances are recommended over indoors. <p>Mask rules</p>

	<ul style="list-style-type: none"> • Face masks must be worn in all indoor spaces unless seated or dining. A mask is not required outdoors if you can keep 1.5 mts distance from others but is strongly encouraged. • The hirer must undertake pre-event cleaning of communal facilities and high touch surfaces. A cleaning schedule to ensure adequate cleaning of high touch surfaces and bathroom facilities is required. • It is the responsibility of the hirer/event organiser to ensure that staff, including volunteers, vendors and contractors understand and comply with COVID Safe work practices.
<p>Supporting our people</p>	<ul style="list-style-type: none"> • Members will receive regular updates about what we are doing in relation to the virus and will also be reminded about what they need to do. • Regular staff meetings will be held for office and childcare staff to review the procedures in place and consider improvements as required. • Tutors and facilitators will receive advice from office staff regarding appropriate procedures. • Tutors will also be asked to be proactive in keeping attendance records current and asking participants who seem unwell to leave the centre. • Manager and relevant staff will participate in information workshops as they come to hand. • COVID 19 procedures and protocol for Balwyn Community Centre will be available on the website. • Consideration is being given as to whether some groups that consist mainly of older people should be meeting at this time. Discussions will be held with the facilitators to see if there is a way that these groups can meet safely. • Participants who are nervous about being at the Centre will be reassured about the procedures that have been put in place but also supported with their decision if they decide not to come to the Centre at this point in time.
<p>Managing people who appear unwell and people returning after illness</p>	<ul style="list-style-type: none"> • Anyone who appears unwell will be asked to leave the Centre immediately and advised to get tested. Symptoms may include: fever chills or sweats cough sore throat shortness of breath runny nose

	<p>loss of sense of smell or taste</p> <ul style="list-style-type: none"> • Participants and staff will be required to provide a doctor’s certificate, indicating that they are free of the virus, before resuming their class/activity. • Staff who have seemed unwell and taken sick leave will be required to have a COVID 19 test before returning to work. • You can phone the coronavirus (COVID-19) hotline on 1800 675 398 for help and advice.
<p>Managing a confirmed case of COVID19 and process for closing</p>	<p>The Department of Health and Human Services (DHHS) will notify the service of a confirmed case and will advise if the service needs to close or can remain operating.</p> <p>A dedicated and specialised team has been established in DHHS to provide end-to-end support for services affected by a confirmed coronavirus (COVID-19) case.</p> <p>Services will be assigned a case manager to ensure services are supported throughout the process.</p> <p>Service will inform all who have been in attendance at the Centre in the timeframe of concern.</p> <p>While services will manage communications with families, the Department has developed some resources to assist services with initial communication, including a template letter for families and FAQs.</p> <p>Arrange a deep clean.</p> <p>We will arrange a deep clean as guided by the DHHS. The technical information will be provided to cleaners contracted to clean services.</p> <p>Cleaning and disinfecting after a confirmed case of coronavirus (COVID-19) factsheet.</p>