

Covid-19 Safe Plan

Date reviewed 23/6/2022

Version 13

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:

Vaccination	<ul style="list-style-type: none">As of 25 June 2022 staff, tutors, volunteers and contractors (workers) will not be required to be fully vaccinated. In addition, childcare staff and other staff working with childcare will not be required to have received a booster shot.
Face masks	<ul style="list-style-type: none">Face masks are not currently required to be worn indoors or outdoors.This applies to all staff, volunteers, participants, contractors and visitors.
Hand hygiene	<ul style="list-style-type: none">Hand sanitiser is located in each classroom and the childcare room.Hand sanitising stations are located outside the childcare room, in the entry foyer of the Function Centre, in the main foyer and upstairs in the breakout area.
Signing in	<ul style="list-style-type: none">A COVID Check-in Marshall is no longer required and sign in with a QR code or the sign-in kiosk is not currently required.

Social distancing and reducing the congregation of adults	<ul style="list-style-type: none"> • Everyone is expected to continue to maintain a social distance of 1.5metres from each other if possible. • There are no density limits or person caps for community premises currently in force. • Room hirers will be required to indicate the number of people attending their activity as required on the Room Hire Application Form.
Signage	<ul style="list-style-type: none"> • Signage regarding health symptoms is located at the front doors to the House and Function Centre, and other appropriate locations. Sign used is the one provided by City of Boroondara. • Signage regarding correct methods of hand washing and hand sanitising is located in all the toilets. Sign used is the Victorian Department of Health and Human Services sign. • Signage pertaining to social distancing is located at entrance and reception areas, including at the entrance of our childcare.
Access to kitchens	<ul style="list-style-type: none"> • Kitchens and common gathering areas are currently open. 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 is available for room hirers unless advised otherwise.
Cleaning	<ul style="list-style-type: none"> • Regular cleaning of the Centre is undertaken by our cleaner three times per week. • Childcare staff are responsible for cleaning the childcare area during and after each session.
Exercise classes	<ul style="list-style-type: none"> • Participants are encouraged to bring their own equipment if possible, including yoga and Pilates mats. • Tutors may modify their class to minimise the need for exercise equipment if they believe it is necessary.
Groups hiring Balwyn Community Centre facilities	<p>Hirers at Balwyn Community Centre must adhere to the guidelines outlined in this COVID Safe Plan.</p> <p>Mask rules</p> <ul style="list-style-type: none"> • Face masks are not required to be worn. • It is the responsibility of the hirer to ensure that hire staff, including volunteers, vendors and contractors understand and comply with any COVID Safe work practices.
Supporting our people	<ul style="list-style-type: none"> • Members will receive regular updates about what we are doing in relation to the virus, if required. • Regular staff meetings will be held for office and childcare staff to review any required procedures in place and consider improvements as required.

	<ul style="list-style-type: none"> • Tutors and facilitators will receive advice from office staff regarding appropriate procedures. • Tutors will 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 required. • The COVID Safe Plan for Balwyn Community Centre will be available on the website. • 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 loss of sense of smell or taste • If a staff member or participant tests positive they must isolate at home or in private accommodation for 7 days. • You can phone the coronavirus (COVID-19) hotline on 1800 675 398 for help and advice or access COVIDSafe Settings Coronavirus Victoria