

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



## Your COVID-19 Safety Plan

### Community centres and halls

#### Business details

Business name	Good Business Sense Pty Ltd trading as Yummy Times Group and Be SEEDsational
Business location (town, suburb or postcode)	Sydney
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Effective date	3 January 2021
Date completed	6 January 2021

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#### Wellbeing of staff and customers

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

Any parties, including staff, audience members/patrons or workshop participants, presenting to the performance or workshop with COVID-19 symptoms are to be turned away by front of house.

If resources allow, all incoming audience members should have their temperature checked.

Any staff presenting with COVID-19 symptoms are to remain home until a test result can be ascertained.

Until such time, their duties will be undertaken by another staff member.

Actors on standby will be sent a copy of the blocking (rehearsal video). A contingency will be set in place in the event that an actor is unable to perform pending a COVID-19 test.

**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.**

All staff (including facilitators, instructors, administration and performers) are to familiarise themselves with this COVID-19 safety plan, as well as how to wear masks properly, and the importance of hand hygiene and physical distancing. There will also be guidelines in place on how to manage a sick visitor – i.e. contact parents/guardians, isolate immediately, and everyone must get tested

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

All staff are subcontractors and have been emailed health advice from the state government.

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

'The City of Sydney has provided an updated Hire Agreement to all hirers who must sign up to this before they can access the venue. Additional conditions have been added which cover the government guidelines on managing COVID-19. The Conditions are available on the City of Sydney website. There are also posters displayed at the entrance to the Venue advising against entering if you have any symptoms, or have visited any areas where there have been confirmed cases.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

'We will use the QR code provided by the City of Sydney at the venue to record details of all adults attending the venue during our booking'

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

'Not applicable for this booking and activity'

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## Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

The maximum number of attendees will be 20 and will not exceed one spectator per 2 square metres.

Seating to be pre-allocated, keeping families together and ensuring 1.5m or 2 chair gaps between family groups. Activities will be limited to small groups – 20 or less participants – to maintain physical distancing.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

We will maintain 1.5m distance between people at our performance, and not exceed more than the advised capacity number in the venue, up to a max of 20 people, provided that there is still 2m<sup>2</sup> per person available in the venue.

We will do our best to maintain 1.5m physical distancing where this is practical, unless there are people attending who are from the same household. If necessary, we will give verbal reminders to maintain distancing throughout our performance.

**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.**

We will have a staff member on the door to the venue at the beginning of the booking time who will be monitoring the number of people who arrive and ensure they do not crowd together while waiting to use the QR code or enter the venue. We will allow attendees to enter the venue over a 15 – 30 minute period before the performance starts to ensure there is not crowding at the entrance

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

Tickets will be pre-allocated to ensure that the capacity of the performance is in line with NSW government guidelines. We will use existing signage in the venue placed there by the City of Sydney to remind people to keep 1.5m apart when arriving, during the performance and when leaving.

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

'We will assign a group member to monitor numbers and distancing in communal areas where people gather and remind them to distance and to leave if there is overcrowding. We will adhere to the signs which say how many people can use each room at all times during our booking

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

'The City of Sydney has clearly marked areas of the venue e.g. showers with hazard tape to let hirers know that they should not use these at the time of their booking. We will monitor this and ensure these areas are not used during the time of our booking'

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

'The City of Sydney has clearly marked areas of the venue e.g. showers, lockers with hazard tape to let hirers know that they should not use these at the time of their booking

**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.**

'Not Applicable, we do not have staff'

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

'Not Applicable we do not receive deliveries'

**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 we do not provide education programs'

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, we are not using the venue for this type of activity'

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Rehearsal rooms and performance venues to have well-stocked and accessible hand sanitiser.

Hands should be cleaned on commencement of rehearsals/pre-performance, and then

before and after meal breaks. The audience will be encouraged to bring their own small bottle of hand sanitiser, which will also be available at various stations around the venue.

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

Hand sanitiser will be made available at various stations around the facility, including at the entry and exits points.

**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.**

'The City of Sydney will be responsible for providing soap, hand towels and posters on how to wash hands above handbasins in the venue. The hirer will be responsible for letting the Community Venues team know if there is no soap or paper towels in the venue by calling 9265 9333 or by email to [communityvenues@cityofsydney.nsw.gov.au](mailto:communityvenues@cityofsydney.nsw.gov.au) '

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

All visitors will be advised prior to attendance to supply their own water bottles.

**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.**

'Not applicable, there will not be any food served or consumed'

**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.**

Between each performance, frequently touched areas will be wiped down by staff, including tables and chairs. This will be done with proper hand hygiene, including using gloves, and washing hands before and after doing so.

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

'Not applicable, we will not be participating in this type of activity'

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

Only essential equipment will be shared, and will be wiped down between each use. Staff members will be encouraged to bring their own items/equipment.

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

Hand sanitizer will be made available around the facility for visitors to use. Adequate soap will be available in toilets for guests to use.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant solutions are to be stored and maintained at appropriate strength and used according to guidelines.

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

'The performance organiser will arrive early and wearing gloves, will wipe down any furniture and equipment used, then move it, washing hands before and after doing so with soap and water. If any participants assist, they will be provided with a pair of gloves and asked to wash their hands before and after using soap and water also'

**Encourage contactless payment options.**

Square and online payment preferred.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

We will consider the best options for encouraging natural ventilation during our booking. Where possible, we will open windows and doors. If this is not possible or safe,

we will use the venue's air conditioning, which has been optimised by City of Sydney contractors. On the day of our booking, we will nominate one person to check that the ventilation is adequate for our booking, either by maintaining open windows and doors or keeping the air conditioning on

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

The City of Sydney has provided a venue specific QR code for use by anyone over 18 attending this booking. This is located near the entrance and within the hireable space at the venue. The hirer will ask all people, as they enter the venue or hireable area, to scan the QR code and enter their name and phone or email contact on the online form. The hirer will have a device ready to assist with reading the QR code, opening the online form and collecting details from any attendees who are unable to complete this requirement themselves.

The hirer will ensure that all attendees will scan the QR code and complete the contact form before they are allowed to participate in the activity at the booking. The hirer understands that they will be contacted if it is found that the QR code is not used by people attending the venue for their booking and that this may mean that the hirer will be suspended from using the venue until such time as they agree to use the QR code for contact tracing purposes. The hirer will contact the Community Venues team if there is any issue with the use of the QR code.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).**

City of Sydney has provided a venue specific QR code and all records collected for this venue are stored in line with the Australian Government's Privacy Policy for COVIDSafe Application and will only be released to and authorised officer from NSW Health for the



purposes of contact tracing, if there is a confirmed case associated with this booking.'

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

Staff will be made aware and encouraged to download the COVIDSafe app.

**Community centres and halls should consider registering their business through nsw.gov.au.**

We agree to register the business through nsw.gov.au once the COVID Safety plan has been approved.

**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 agree that if we are contacted by NSW health in relation to a positive case of COVID-19 we will cooperate. If we are notified by a group member of a positive case, we will notify Safework NSW on the number above and also the Community Venues team on 9265 9333.

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

Yes