

COVID-19 Safety Plan

UPA Community Centres

Requirement	Actions
Wellbeing of residents and staff	
Exclude residents, volunteers, and visitors who are unwell.	Signs at the door asking people not to enter if they answer YES to any of the following: <ul style="list-style-type: none"> • Have flu like symptoms – fever, cough, sore throat, and/or shortness of breath even if mild • A temperature over 37.5 degrees centigrade • Have been in close contact with someone who has tested positive to COVID-19 in the past 14 days • Have returned from overseas in the past 14 days
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	UPA has implemented a special leave entitlement for permanent and regular casual staff who are required to self-isolate or are sick and unable to work with no leave entitlements.
Provide residents with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and what to do if needing to self-isolate.	<ul style="list-style-type: none"> • Residents have been provided with access to information on COVID-19 in written and digital form through letters and newsletters. • Signs are displayed in the community centre explaining physical distancing and cleaning • Residents are informed about when to get tested through Public Health Announcements and UPA communication • Residents have received information on what to do should they need to self-isolate including notifying regional office by phone and avoiding contact with others
Conditions of entry, maximum number of people allowed in each room shown in a clear place.	<ul style="list-style-type: none"> • Community centres have conditions of entry displayed at the entry • Maximum numbers of people in each meeting room is displayed at entry to the venue and on the door of each room • Screening questionnaires are completed for every person who enters the community centre • Bookings are required prior to use of the community centre to ensure cleaning procedures have been implemented
Ensure COVID-19 Safety Plans are in place where relevant for: <ul style="list-style-type: none"> • Swimming pools • Gyms • Cafes 	<ul style="list-style-type: none"> • Regions that have swimming pools, gyms or cafes have additional COVID-19 Safety plans including signage suitable for the venue.

Requirement	Actions
Physical distancing	
<p>Ensure capacity does not exceed one person per 4 square metres.</p>	<ul style="list-style-type: none"> • Meeting rooms within each community centre are measured to determine floor space in square metres • The floor space is divided by 4 to calculate maximum numbers of people each room can hold. Taking into account space for furniture, fittings and doorways a lesser safe number is approved by management. • The safe number of people per meeting room is displayed at the entrance to the community centre and on the doorway of each meeting room. • UPA staff check the number of people attending prior to approving venue booking • The person responsible for booking the venue is to ensure the maximum number of people per meeting room is not exceeded.
<p>Ensure group activities, such as Tai Chi, indoor bowls, church services etc meet the 4-metre rule and maximum numbers of people per room.</p>	<ul style="list-style-type: none"> • Each activity has a Covid-19 Safe Procedure in-line with Public Health orders • Each participant in the activity is provided with a copy and acknowledges they understand the procedure • Rooms to be set up prior to activity taking place • Maximum number of people including instructors and volunteers is monitored by the event organiser • Physical distancing signs are displayed throughout the activity room
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor.</p>	<ul style="list-style-type: none"> • Markers are placed on floors to indicate physical distancing requirements
<p>Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.</p>	<ul style="list-style-type: none"> • Communal areas have signs indicating the number of people allowed in each area in-line with the 4 square metre rule. • The event organiser is responsible for monitoring numbers of people in communal areas
<p>If food is provided to be shared and/or tea/coffee making facilities are available ensure the 4 square metre rule is maintained</p>	<ul style="list-style-type: none"> • One or two people are allocated to serve food or drinks depending on size of kitchen area • Kitchen and tea/coffee area has markers to comply with 4 square metre rule • Signs with numbers of people permitted in the area are displayed

Requirement	Actions
Hygiene and cleaning	
Adopt good hand hygiene practices	<ul style="list-style-type: none"> • COVID-19 updates sent to all Retirement Village residents • Hand hygiene training has been offered to residents • Hand hygiene posters outlining best practice are on display throughout all community centres • Newsletters and communication with residents remind them of the need for hand hygiene
Ensure hand sanitiser is accessible at the venue entry and throughout the facility	<ul style="list-style-type: none"> • Hand sanitiser is available at the entrance to all community centres • Hand sanitiser is available in each room of the venue • Hand sanitiser and soap is available in all bathrooms • Stocks of sanitiser and other cleaning products is monitored weekly or more often if a number of events are booked
Provide visual aids above hand wash basin to support effective hand washing.	<ul style="list-style-type: none"> • Hand washing signs are placed in bathrooms and kitchens • Handwashing signs show best practice hand washing techniques • Handwashing signs are placed at other points throughout the venue as a visual cue
If food is provided to share and tea/coffee facilities are in use during an event, ensure safe practices are in place to minimise risk.	<ul style="list-style-type: none"> • Where food is provided to share and/or tea/coffee facilities are in use one or two people are allocated to serve others • Those allocated to serve food or drinks practice good hand hygiene before and after serving • Any crockery or cutlery used is wrapped in paper serviettes to avoid hand contact • All crockery and cutlery used is placed in the dishwasher and washed using a hot cycle • If no dishwasher is available, crockery and cutlery is washed using hot water and detergent

Requirement	Actions
Hygiene and cleaning	
<p>Clean frequently used indoor hard surface areas daily. Clean frequently touched areas and surfaces at least daily.</p>	<ul style="list-style-type: none"> • Each region has a cleaning regime implemented for community centres • Community centres are cleaned prior to any booked event • When booking the venue, the venue organiser is provided with a cleaning checklist to ensure all frequently touched surfaces are cleaned during the event • Gloves, disinfectant, paper towels and detergent are provided for use by attendees • If attendees are using shared equipment e.g. cards or indoor bowls, equipment is wiped down with disinfectant regularly throughout the session
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<ul style="list-style-type: none"> • People attending events are encouraged to use the same chair during their attendance • Tables and chairs are wiped down and sanitised before and after the event • The use of air conditioner or other remotes is allocated to one person during the event. • Remotes are wiped down and sanitised before and after use
<p>Ensure there are adequate, accessible supplies of hand sanitiser, detergent/disinfectant, gloves, and paper towels available for use by the attendees</p>	<ul style="list-style-type: none"> • Supplies of cleaning equipment is checked and stocked prior to a booked event • Signs are posted to indicate where supplies are kept • Disinfectant is maintained at an appropriate strength and used in accordance with manufacturer's instructions • Bottles of cleaning solution are clearly marked with instructions on use • The event organiser is briefed on the use of cleaning equipment prior to the event taking place • Written instructions for cleaning process are available in each room • Where appropriate a cleaning checklist is completed by the event organiser and returned to the administration office

Requirement	Actions
Record Keeping	
<p>Keep a record of name and a mobile number of email address for all residents, visitors and volunteers 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.</p>	<ul style="list-style-type: none"> • Screening questionnaires are provided at the entry to the community centre • Signage is provided to request everyone entering the venue to complete the questionnaire and drop in the secure box provided • The supply of screening questionnaires is monitored and re-stocked regularly • Screening questionnaires are stored confidentially and securely in the administration office • Screening questionnaires are disposed of in a secure manner after more than 28 days
<p>Make all users of the community centre aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the community centre and throughout the building advertising the benefits of the COVIDSafe app
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 in the village or a visitor attending the community centre.</p>	<ul style="list-style-type: none"> • The UPA outbreak management plan is enacted should notification of a positive case of COVID-19 be identified • All necessary isolation and disinfecting precautions are to be followed • The Regional Manager is the point of contact for all dealings with NSW Health or other departments in the event of a positive case of COVID-19 being identified