

COVID-19 Safety Plan

UPA Community Centres

Requirement	Actions
Wellbeing of residents and staff	
Monitor Public Health orders	<ul style="list-style-type: none"> • Management monitors public health orders to ensure it is appropriate for community centre functions given the current local COVID-19 situation. •
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 37.5 degrees centigrade or above • 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 • Visited any designated hotspot 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 (allowing for the 4 sq metre rule) is displayed at entry to the venue and on the door of each room

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	<ul style="list-style-type: none"> • 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
<p>Ensure COVID-19 Safety Plans are in place where relevant for:</p> <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.
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 where possible
<p>Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres indoors</p>	<ul style="list-style-type: none"> • Communal areas have signs indicating the number of people allowed in each area in-line

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and 2 square metres outdoors and appropriate physical distancing of 1.5 metres unless part of the same family.	<p>with the 4 square metre rule whilst indoors and 2 square metre rule outdoors.</p> <ul style="list-style-type: none"> • The event organiser is responsible for monitoring numbers of people in communal areas
If food is provided to be shared and/or tea/coffee making facilities are available ensure the 4 square metre rule is maintained	<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 maximum numbers of people permitted in the area are displayed
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

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	<ul style="list-style-type: none"> • 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 or disposable plates and cutlery is used
<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

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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 relevant state department 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 State Health or other departments in the event of a positive case of COVID-19 being identified