



# Your COVID-19 Safety Plan

## Community centres and halls

### Business details

Business name	The Community Bridge Club
Business location (town, suburb or postcode)	Bateau Bay ( within The Entrance Leagues Club)
Plan completed by	Margaret Regan
Email address	<a href="mailto:communitybridgeclub@outlook.com">communitybridgeclub@outlook.com</a>
Date	4 October 2020

### Wellbeing of staff and customers

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

All members will be notified regarding conditions of entry. On entry all members will be required to have their temperature checked and respond to a questionnaire re health and exposure to risk. if their temperature is over 37.5 or they answer yes to any question they will be excluded.

#### **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 volunteers and Directors will be provided with protocol and training.

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

N/A

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

Appropriate signage and information will be available in the bridge room and on the website.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Cinemas and theatres**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through [nsw.gov.au](https://nsw.gov.au). Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](https://nsw.gov.au).

Venues taking bookings for weddings, funerals and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

N/A

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## **Physical distancing**

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.

Specific limits also apply for weddings, funerals, memorial services and gatherings after such events.

N/A

**Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space that complies with one person per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Participants should maintain 1.5 metres physical distance where practical.**

Playing areas within the larger Entrance Leagues Club will be limited to a maximum of 20 players and 5 tables in each area. The areas will comply with the 5 square metre obligations and 1.5 metre physical distancing will be maintained where practical.

**Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.**

Club members will only be admitted to sessions. No spectators will be allowed.

**Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.**

Only the required tables and chairs will be set up for the session.

**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.**

No tea break will be taken and participants will be encouraged to exit into the larger club monitored facilities.e.

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

Members will be advised re COVID19 Rules. Tables will be placed for correct distancing. Markers will be used on floor as appropriate.

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

N/A

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

N/A

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

N/A

**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.**

N/A

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

Contactless delivery of bridge items and invoicing is already in place.

**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.**

N/A

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.**

Bridge movements will be chosen that minimise the movement of people and boards.

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Sanitiser & wipes will be available throughout the session and is to be used on entry, during and exit. Anti-bacterial wipes will be used on surfaces between rounds.

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

See above

### **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.**

Covered by the The Entrance leagues Club Covid Safety Plan

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

Members will only be encouraged to bring water in containers individually distinguishable. Coffee and snacks are purchasable from the Entrance Leagues Club.

### **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.**

N/A

### **Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

N/A

### **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.**

All surfaces will be cleaned and disinfected regularly

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

N/A

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

Cards will be quarantined for 4 days between usage. Bridgemates will be operated by one person at each session and sanitised between usages. one person will be nominated at each table from North or South to record players bids on the bidding sheets and dispose of them appropriately into the bin provided. No bidding sheets will be taken by members.

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

All will be amply available

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

Disinfectant solution provided in accordance with manufacturers instructions

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

Cleaners to wear gloves and wash hands before and after with soap.

**Encourage contactless payment options.**

Exact money required - no change given

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## **Record keeping**

**Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.**

All members attending will be captured in the first instance by logging into The Entrance Leagues Club as members and then registering to play on the day. Records of

attendees will be kept for 28 days in the minimum. As they are members all personal details are known by the club.

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

Will be promoted on our website and at the club sessions

**Community centres and halls should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Will do as appropriate

**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.**

The Club will comply with all NSW Health requirements

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

Yes