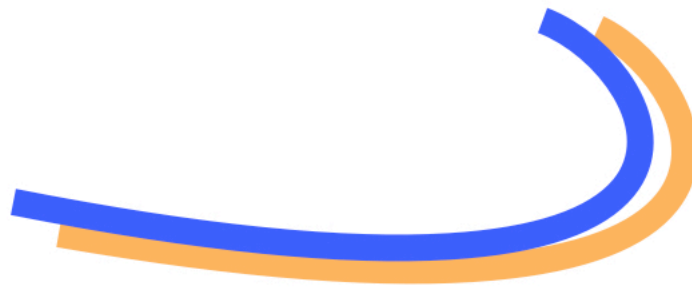


Weymouth Progress Association Inc



COVID-19 Safe Plan

Submitted To George Town Council; 16 June, 2020
Review Date: 1 August, 2020

WEYMOUTH PROGRESS ASSOCIATION COVID-19 SafePlan

Minimum Standard 1

General Duties

The WPA will follow applicable government health direction and take reasonable measures to assess ways of reducing the risk of the disease entering and spreading in the community facility.

This includes the risk to users of community facilities including other community groups and members of the Weymouth community.

- Wey of Life
- Holiday Dance Classes
- Casual Hire of Hall Facility
- WPA General Meetings and Events
- Book Swap Cabinet
- Book Library

Ways to ensure that unwell people do not access community facilities

Our COVID Safe Actions:

- *Appropriate signage will be located at the entry to the Weymouth Hall, playground and shed instructing people not to enter or participate in community activities if they are feeling unwell.*
- *A self-assessment checklist will be provided at the entry points to the Weymouth Hall and Shed.*

Other ways the disease might enter or be spread through the community.

Our COVID Safe Actions:

- *George Town Council employees and trades people engaged in any form of maintenance or work at Weymouth must follow Council or employer guidelines and COVID-19 Safe Plans.*

Strategies in place to reduce the risk of the disease entering or spreading in other ways

Our COVID Safe Actions:

- *The George Town Council and all contractors and trades must have an appropriate COVIDS-19 Safe Plan that will be made available to the WPA on request.*

Consultation with community members about the ways in which the spread of COVID-19 can be controlled

Our COVID Safe Actions:

- *Regular COVID-19 Updates are provided to WPA members by email.*
- *All members of the WPA will be provided with a copy of the COVID-19 Safe Plan.*
- *The COVID-19 Safe Plan will be published on Social Media.*

Minimum Standard 2

Review

As the situation with COVID-19 can change rapidly, the WPA will make sure that we regularly review the measures we have put in place to make sure we still meet the minimum requirements and are managing the risks to our community.

Process for reviewing and adjusting the controls as circumstances change

Our COVID Safe Actions:

- *The WPA Committee will review the COVID -19 Safe Plan at Committee meetings.*
- *Any change to the Plan, whether tightening or relaxing restrictions and requirements, will be undertaken with advice from the George Town Council and the Public Health Office.*

Minimum Standard 3

Regular Cleaning

Our COVID Safe Actions:

- *All users of the Hall will be required to clean the Hall at the end of each event or usage. The minimum cleaning standards will be:*
 - *Wiping with hospital grade disinfectant of all furniture used.*
 - *Wiping of all surfaces with hospital grade disinfectant including door handles, appliances*
 - *Thorough cleaning of all kitchen surfaces and appliances*
 - *Kitchen floor mopped*
 - *Hall floor swept*
 - *The public toilets at both the Hall and Camping Ground, will be cleaned by the George Town Council at least once per week.*
- *Appropriate signage will advise users of this requirement and will be included as a requirement in the Casual Hire Agreement.*
- *Regularly touched surfaces in the Weymouth Hall and Shed will be wiped down with before and after use with hospital grade disinfectant wipes. This will include:*
 - *door knobs, handrails, gate latches, furniture, appliances, kitchen taps, PA and audio equipment, Book Cabinet, hand tools and machinery.*
 - *Community members, visitors and trades people will be encouraged to follow good hygiene practices. Appropriate signage will be placed as a reminder.*
 - *Users of the Weymouth Hall Kitchen will ensure that it is cleaned and disinfected before and after use.*

Minimum Standard 3

Hygiene

The WPA will put a hygiene procedure in place to ensure all persons using Community facilities are observing appropriate hygiene measures to minimize the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the cleaning of hands by persons using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Our COVID Safe Actions:

- *Appropriate signage will be clearly visible at the entry and exit points of the Weymouth Hall, Public toilets and Shed relating to:*
 - *Regular hand washing*
 - *Use of sanitiser*
 - *Social distancing*

Minimum Standard 3**Supplies and Equipment**

The WPA will provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented is able to be complied with.

Our COVID Safe Actions:

- *Hand sanitizer will be provided at each entry and exit point of the Weymouth Hall and Shed.*
- *Soap and hand washing facilities will be provided in the Weymouth hall kitchen and public toilets.*
- *Hospital grade disinfectant and wipes will be provided to clean and wipe surfaces.*

Minimum Standard 4**Restrictions on entry to the community facility**

The WPA will take all reasonable steps to ensure that a community member or trades person does not enter or attend the community facility if s/he is required to isolate, or quarantine.

Our COVID Safe Actions:

- *A self-assessment checklist will be provided at the entry points to the Weymouth Hall and Shed.*
- *A person must not enter a community facility if s/he is required to isolate, or quarantine other than:*
 - *to obtain medical treatment or testing in relation to COVID-19, and the community facility is the appropriate place to receive such treatment or testing, or*
 - *there is an emergency and the person is entering or at the community facility to protect:*
 - *the safety of the person, or*
 - *the safety of another person, or*
 - *the person's property or the property of another person.*

Arrangements in place to ensure that no one enters the facility if they have been instructed to stay in isolation or quarantine**Our COVID Safe Actions:**

- *Appropriate signage will be placed to remind people not to enter the facility or attend a community event if they feel unwell or exhibit any signs of cold or flu.*

Plan for managing the facility if one or more persons is required to quarantine, or tests positive to COVID-19

Our COVID Safe Actions:

- *In the event that a community member, visitor or trades person returns a positive test result, the entire site will be closed and the WPA Executive will notify the following immediately:*
 - *George Town Council*
 - *Weymouth Progress Association members*
 - *Public Health*
- *All people who may have been in contact with the infected person will be required to remain in self-isolation for 14 days.*
- *The George Town Council will undertake an extensive commercial cleaning of the premises. The site will remain closed until cleared by the Public Health Office.*
- *If a community member, visitor or trades person is tested positive, the George Town Council must be advised immediately.*
- *The George Town Council will immediately notify the WPA Executive.*

Minimum Standard 5 Physical Distancing

Our COVID Safe Actions:

The WPA will take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

- *Each person at the community facility, or entering or leaving the facility, maintains a distance of at least 1.5 metres from each other at the facility, or when entering or leaving the facility, and;*
- *the total number of persons present in a single space, at any one time, does not exceed the number calculated by dividing the total area of the space used, as measured in square metres, by 4.*
- *If it is not reasonably practicable to comply with the physical distancing requirements described above, then the WPA must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.*
- *A person at, entering or leaving a facility must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.*

Maintaining a minimum distance of 1.5 metres between each other

Our COVID Safe Actions:

- *There will be designated entry and exit points to the Weymouth Hall.*
- *Attendees at all community and WPA events will be required to maintain social distancing of 1.5 metres. Seating will be arranged to facilitate social distancing.*
- *All attendees at a community, private or WPA event, visitors or trades persons will be required to complete a visitor log to allow contact tracing. This will include name, date, time and contact details. The visitor log will be provided at the entry point to the Hall.*

- *Until further notice, a maximum of 20 persons will be permitted in the Hall at any time. Signage will be placed at the entry point to advise of the maximum people permitted in the Hall.*
- *Entry to the Shed will be restricted to two persons at any time.*

<p>Minimum Standards 6 and 7 Provide Information and Supervision</p>

Our COVID Safe Actions:

- *The WPA will provide each user of community facilities at Weymouth (including contractors and volunteers) with information and instruction on:*
 - *the risks in relation to COVID-19, and*
 - *the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.*
- *This will be in the form of the COVID-19 Safe Plan, which will be made available to all community members. A copy will be sent to the George Town Council.*
- *Any trades people visiting to undertake work will be provided with a copy of the Plan.*
- *The WPA will provide adequate supervision to ensure that the control measures are implemented in community facilities in relation to COVID-19.*
- *The WPA will also ensure that information and instruction is provided to other persons entering the community facility about the control measures in place to mitigate the risks of COVID-19 and the requirements of those persons to apply the control measures.*
- *A person at the community facility or entering or leaving the facility, must comply, so far as the person is reasonably able, with any reasonable instruction that is given by the GTC or WPA to allow the person to manage the risks to health and safety within the facility.*
- *Any members of the community, visitors, trades people of contractors using community facilities and refusing to comply with the Minimum Standards will be required to leave the facility immediately.*

Information displayed clearly in the community facility so that everyone understands their obligations to reduce the risks posed by the disease

Our COVID Safe Actions:

Signage and posters relating to control and risk of spreading the disease will be placed at appropriate points in the Hall, public toilets and Shed. This will include:

- *How to wash hands*
- *How to limit the spread of germs*
- *Requesting people to limit touching items, surfaces*
- *Requesting people to stay away if unwell*
- *Social distancing requirements*
- *Maximum numbers permitted in the Hall and Shed.*
- *Download the COVID Safe App*