



# Sport and Recreation

## ☒ COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: UNITING CHURCH WEMBLEY DOWN S  
has a maximum capacity of            Number:            patrons and agrees to the following Phase 4 safety requirements:



A strict limit of a minimum of 2sqm per person



Maintain physical distancing



Maintain hygiene standards and conduct frequent cleaning



Carefully manage shared spaces to ensure physical distancing

1

Refer to the **COVID Safety Guidelines: Sport and Recreation** for information on the expectations for COVID Safety Plans, including the application of the patron limit, and to assist you in completing this plan. These are available at [wa.gov.au](http://wa.gov.au)

2

Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.

3

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

4

Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all  
in this  
together.**

## Premises details

Premises name:	Uniting Church Hall	Prepared by:	Ross Rhodes
Type of premises:	Uniting Church	Position title:	President MIH
Street address:	130 Calais Rd, Wembley Dns	Completion date:	22/07/2020
Contact no:	0451305669	Revision date:	
Email:	president@meninharmony.com		

\* For the sections below, please complete the form and attach additional pages or information as required.

### 1. Physical distancing

• What will be done to implement physical distancing guidelines?

**Consider:** physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

This is a supplementary document to be read in conjunction with COVID SAFETY PLAN for Uniting Church Wembley Downs.

PLEASE REFER TO ATTACHED DOCUMENT 'COVID Safety Plan, Men in Harmony Barbershop Chorus (Inc).

### 2. Hygiene

• How will you ensure required hygiene standards are maintained?

**Consider:** hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Refer to attached document

### 3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

**Consider:** staff training; records of training; additional education; signage; guidance material etc.

Refer to attached document

### 4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes ☒ No ☐

**Comments:**

### 5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

**Consider:** records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

Refer to attached document





**Sport and Recreation**



**COVID**  
Safety Plan

Premises name

# COVID Safety Plan Certificate: Sport and Recreation

Number:

**Welcome.**

**We can accommodate**   **patrons and agree to maintain the WA Government's safety measures**



**2sqm per person**



**Frequent cleaning and disinfection**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**

**We're all in this *together.***

Prepared by:

**Ross Rhodes**

Date:

**22 July 2020**

# Covid Safety Plan – Men In Harmony – from 1/8/20

This plan is for rehearsals at Wembley Downs Uniting Church.  
It is to be followed in conjunction with the Covid-19 "Requirements for Users of Church Building"

1. An **attendance** register kept for each rehearsal
2. **Ventilation:** Windows opened and/or air conditioning on (not recycled mode)
3. **Hand sanitiser** dispenser in place at entry, and used by each person upon arrival  
Members requested to use the hand sanitiser on leaving
4. **Stay at home if** not well, or sneezing or coughing. Signs are in place about this and about good hand and respiratory practices.
5. **1.5 m physical distance** maintained, with no handshakes or other physical contact
6. **Plastic seats** will only be used, not material ones.
7. **Toilets** have hand sanitiser, disposable hand towels and a bin to place them in.
8. **Kitchen** is off limits, for the time being [see note below \*\*\*]
9. **No tea or coffee or food** provided.  
Members bring their own water bottle and cushion.
10. **Seating spaced** with at least 2m between chairs  
When standing to sing, stand behind the chairs
11. **Cleaning:** Both before and after groups have finished using the building, clean with detergent/sanitiser., eg 'Spray and Wipe' or sanitised wipes:-
  - furniture used by that group;
  - toilet: the wash basin, tap, toilet seat, hand rail, and cistern button
  - surfaces: eg switches, air conditioning control, door and cupboard handles, benches

## Administrative Preparations:

- Sanitiser placed at entry
- Cleaning materials ('Spray & Wipe'; roll of cleaning cloth) on hand
- Attendance sheet at entrance
- Cleaning Roster set up

## Contingencies

- If a community based Covid case is announced by the government, rehearsals will be suspended.
- If a person who has attended a rehearsal and develops Covid-19, the building will be closed immediately, health authorities alerted, and all members would be notified and self-isolation commenced.

\*\*\* Kitchen may be used for tea and coffee and cleaned appropriately afterwards. If food is being served there should be one person present who has completed the AHA Hospitality & Tourism COVID-19 Hygiene Course - see link <https://hospitalityhygiene.com>

# Wembley Downs Uniting Church

## Covid-19 Requirements for Use of Church Building

Use of the church building is now possible, although under certain conditions. Each group using the building should have a Covid-19 Safety Plan, (proforma attached.) While these conditions will change as we move through the restriction phases, the conditions outlined on this document will apply until further notice and are intended to keep everyone using the church buildings safe. Please sign below that you agree to abide by these requirements.



Area capacities. To abide by the 2m<sup>2</sup> Rule the maximum numbers of people in the various spaces of the church are as follows:

Foyer 8      Main Room 42      East room 8



Chairs Please *do not* use fabric upholstered chairs, plastic chairs only. (if anyone needs a cushion, please bring your own).



Hand sanitiser. Hand sanitiser will be used by everyone upon arrival and when departing.



Physical Distancing.

People need to adhere to the 1.5 metre distancing rule when in the church buildings and are asked to refrain from embracing, kissing or exchanging handshakes.



Food and drinks. Teas or coffee may be served, provided that someone involved in the leadership of the group has successfully completed the online course provided and recommended by the Health Department. Details of this course are linked here: AHA Hospitality & Tourism COVID-19 Hygiene Course <https://hospitalityhygiene.com/>



Cleaning of rooms used. Both before and after groups have finished using the building, clean with detergent/sanitiser., eg 'Spray and Wipe' or sanitised wipes:

- furniture used by that group;
- toilet: the wash basin, tap, toilet seat, hand rail, and cistern button
- surfaces: eg switches, air conditioning control, door and cupboard handles

Please sign and return to Pam Richards, at 130 Calais Rd, Wembley Downs or email [ucwdowns@hotmail.com](mailto:ucwdowns@hotmail.com)

Signed: \_\_\_\_\_

*RR Rhodes*

Date: \_\_\_\_\_

*23/7/2020*

Name: \_\_\_\_\_

*ROSS RHODES Men in Harmony*

Date and time of regular building use: \_\_\_\_\_

*THURSDAY EVENINGS WEEKLY  
6-9.30 pm*

Organisation: \_\_\_\_\_

*MEN IN HARMONY  
BARBERSHOP CHORUS*

20 July, 2020