

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	the inner space
Business location (town, suburb or postcode)	Katoomba, 2780
Completed by	Jennifer Hall
Email address	theinnerspace96@gmail.com
Effective date	26 February 2021
Date completed	21 March 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Staff, volunteers and visitors who are unwell must not attend class. If a teacher/facilitator (hirer of the inner space) is unwell and cannot come to class/event then they will not be required to pay the hiring fee for that class.

It is teachers/facilitators responsibility to advise students that they must not attend if they are unwell

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.

If you experience any symptoms of cold, sore throat, flu, high temperature please get tested and follow the rules from the test centre as directed.

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

If a teacher/facilitator/hirer is unwell and has to cancel class/event then there will be no charge for the hall hire on that day.

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

Conditions of entry/use of the inner space are displayed on the website and at entry of the venue.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

There are no other venues or facilities within the premises

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

If a booking for a wedding or funeral is taken then a safety plan for that event will be made specific to the circumstances and rules

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. Children count towards the capacity limit.

the inner space studio is 70sq metres. Making a maximum of 35 people using the space as at 20 March 2021

The NSW Covid rules may change to any time and it is the responsibility of the hirer to be aware of changes and to adapt as required.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

The entrance/exit to the inner space studio has several sliding doors leading to a large open air, under cover patio. Groups arriving are to be encouraged to use several doors if necessary and to enter at a pace to ensure physical distancing can be adhered to. There is an additional toilet outside - in the laundry on the south western corner of the house. This can be accessed by walking down towards the drive, turn right in between the tree fern and a short fence (attached to the house).

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.

The entrance/exit to the inner space studio has several sliding doors leading to a large open air, under cover patio, and a path with a wide driveway. Groups leaving are to be encouraged to use several doors if necessary and to move at a pace to ensure physical distancing can be adhered to.

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

If there is any reason/need to queue (e.g. for registration etc.) people in the queue are required to maintain physical distance where possible

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

see above

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

NA

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

there are no communal facilities at the inner space

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.

with the exception of the sole owner, there are no permanent staff at the inner space. There is a casual cleaner who is briefed on covid hygiene requirements.

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

NA

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.

If children attend the inner space it is the responsibility of their guardians and the hirer of the inner space to ensure that covid rules are met.

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.**

the inner space is a large space with a high ceiling. Class/event sizes are generally well below the maximum allowed under covid NSW regulations. If partner dancing classes/workshops take place please avoid rotation of partners.

No more than 30 performers should sing indoors. There is no recommended cap on

performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

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Hygiene and cleaning

Adopt good hand hygiene practices.

All teachers and participants are asked to sanitise or wash their hands on arrival and departure.

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

Hand sanitiser is provided at the entry. Liquid soap is provided in the toilet.

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.

Hand towel is currently changed daily. I will look at purchase of a paper towel dispenser.

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

Teachers/facilitators are to encourage participants to bring their own water bottle, snacks, towels, yoga/exercise mats etc. and encourage eating outside if practical.

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.

Please note : 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.

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

If food is to be served (as above) cutlery and tableware to be provided by the hirer the inner space does not have a communal kitchen (unless by prior agreement).

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.

Based on the number of classes in the inner space at the moment (maximum of 3 per day) and that they are spaced throughout the day, hard surfaces are cleaned and disinfected daily.

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

NA

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

If bolsters from the inner space are used, teachers/hirers to ensure that all students use a towel/cloth to cover the bolster - so that there is no contact with their face/head.

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

There is detergent and disinfectant sprays in the toilet - these can be used by hirers as required

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

Disinfectant used is hospital grade, and maintained diluted at the required strength

People involved in cleaning or reorganising furniture should wash hands thoroughly

before and after with soap and water.

Casual cleaning staff are advised of this.

Encourage contactless payment options.

teachers/hirers please note

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Teachers/hirers are requested to keep sliding doors open for ventilation (unless the heating is on)

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

QR code for the inner space will be displayed at entry to the venue. Teachers are required to monitor students sign on

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).

QR code use ensures privacy of staff and visitors

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

Please be aware of covid safe apps

Community centres and halls should consider registering their business through nsw.gov.au.

Agreed

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.

Agreed

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

Yes