

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



## Your COVID-19 Safety Plan

### Outdoor events

### Business details

Business name	Tweed Aboriginal Co-operative Society Limited - Minjungbal Museum & Cultural Centre
Business location (town, suburb or postcode)	Tweed Heads South
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Christine Pldcock
Email address	<a href="mailto:office@tweedco-op.com.au">office@tweedco-op.com.au</a>
Effective date	18 October 2021
Date completed	25 October 2021

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### Wellbeing of staff and customers

**Exclude staff, performers and attendees who are unwell from the event.**

Agree

Yes

**Tell us how you will do this**

Inform staff, and all potential attendees of the requirements of the site - which include if you are unwell you are to not attend the venue/workplace.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.**

Agree

Yes

**Tell us how you will do this**

Inform relevant staff it is a requirement to do the Infection Control Training - COVID 19 that is available on the Department of Health website.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

Agree

Yes

**Tell us how you will do this**

There are signs displaying the requirement to be healthy when visiting the venue

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

We have all the above mentioned posters on site and we advise any visitors that they will be required to show their evidence of vaccination upon entry.

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## **Physical distancing**

**Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 3,000 persons.**

**Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 200 persons.**

**Agree**

Yes

**Tell us how you will do this**

Our grounds are well equipped to hold a large number of people. We would still require them to QR Code on entering the premises if they were attending a function outside.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

If there is seating we would ensure that they would be arranged in the 1.5m required distancing. Staff are informed regularly of this requirement.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Continue to review the situation and approach groups if they are gathering within a closer proximity than the 1.5m.

**Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.**

**Agree**

Yes

**Tell us how you will do this**

Our venue is a smoke free venue, however we also inform people that if they are going off site to smoke they still need to maintain the 1.5m social distancing.

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Inform participants prior to events that there is no singing in indoor areas. If there is any evidence of singing then the manager is to enter the room and explain the policy again.

### **Where practical:**

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

**Agree**

Yes

### **Tell us how you will do this**

Inform participants of the COVID-19 safety plan and ensure that they arrive at the premises in a safe manner

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

### **Tell us how you will do this**

Check on all airconditioners, all windows and all vents are well maintained and provide appropriate air flow.

**Use outdoor settings wherever possible.**

**Agree**

Yes

### **Tell us how you will do this**

Encourage people to use the outdoor seating areas instead of the indoor settings

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Advise participants that the windows are to be opened to ensure ventilation to support air flow through out the room. Windows and screens are to be cleaned and maintained to ensure ventilation is at its peak.

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

Check to ensure that settings for the air conditioners are using intake of outside air. Discuss with air conditioning mechanics if this is not understood

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Get air conditioners checked regularly to ensure the filters are cleaned and changed as needed.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

## **Agree**

Yes

### **Tell us how you will do this**

Ask local specialists to investigate the building and provide information if there is a need for change.

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## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

### **Agree**

Yes

### **Tell us how you will do this**

Ensure all staff and customers are aware of the policy to wear masks.  
Display face mask signs at all key spots in the venue.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

### **Agree**

Yes

### **Tell us how you will do this**

Physically review all hand sanitiser products onsite, making sure they are filled regularly and available for all.  
Ensure that there is appropriate hand washing facilities in all bathrooms and kitchens on site.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Review every day to ensure that the bathrooms have pump soap and paper towels. Refill as required.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

Sanitise all hard surfaces after every meeting and clean and wipe with antiseptic hand towels through out the day.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, attendees and contractors.**

**Agree**

Yes

**Tell us how you will do this**



We have the NSW Government QR Code system on site and insist that all who enter the venue must sign in. Staff have been advised they need to QR code in and out of the buildings.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.**

Agree

Yes

**Tell us how you will do this**

Staff have been informed of the requirement and there is signage to advise of this requirement.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

Agree

Yes

**Tell us how you will do this**

There is a note pad with space for the required information if people are unable to physically QR Code into the venue.

**Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

This COVID-19 Safety Plan is for both buildings on this site.

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

Yes