



13 June 2020

COVID-19 Safety Plan

General

We've developed this COVID-19 Safety Plan to help Members create and maintain a safe environment for the Club

This will help slow the spread of COVID-19 and reassure our Members that they can safely visit the Club. We may need to update the plan in the future, as restrictions and advice changes

Members must follow the current COVID-19 Public Health Orders, and also manage risks to other people in accordance with the Health Orders. For more information go to nsw.gov.au

BUSINESS DETAILS

Business name: LISMORE GEM & LAPIDARY CLUB Inc.

Plan completed by: The Committee

Approved by: The Lismore Gem & Lapidary Club Committee

> GUIDANCE FOR MEMBERS

Guidance for Club Members and the actions we have put in place to keep our Club safe

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude Members and visitors who are unwell.	Members Education Signage at Main Entrances Temp to be taken at door. Temp over 37c will be Excluded
Provide Members with information, including when to get tested, physical distancing and cleaning.	Members will be provide COVID-19 information in the form of, Website links, Signage, Newsletter, Email
Display conditions of entry for any customers or visitors (website, social media, entry points).	Conditions of Entry can be found on our website and displayed at entrances at the club

REQUIREMENTS	ACTIONS
Physical distancing	
Consider barriers or other controls to ensure Members at interaction points stay at a safe distance. If not practical, clean regularly with detergent/disinfectant.	Regular cleaning will be conducted by all members of the club In the future the club is looking at perspex barriers for setup in workshop
Where reasonably practical, ensure Members maintain 1.5 metres physical distancing (including at meal breaks).	Tables and seating have been arranged to maximize physical distancing a Max Number of persons are allowed within the saw room and workshop at any one time (signage)
Consider signage directing Members to maintain physical distancing wherever practical.	Physical distancing reminders at entrances and other locations within the club
REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the Club.	Multiple hand sanitiser stations
Provide detergent/disinfectant surface wipes to clean workstations and equipment.	Disinfectant is provided by the club and all members are to use for cleaning down workspaces
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Signage will be displayed in the education of hand washing with disinfectant hand wash
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	At the start and close of each club day the club is to be Disinfected
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	MSDS and other manufacturer's instructions and best practice is be used when Mixing or Using supplied disinfectant
Members are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves are supplied for the use of Cleaning Only

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.</p>	<p>The Club holds details of all club members, Members must still sign in as per COVID-19 Visitors to the club must provide NAME and PHONE NUMBER or EMAIL</p>
<p>The Club will Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 to help protect the Lismore Gem & Lapidary Club.</p>	