# GLASSHOUSE PORT MACQUARIE

# Function Centre COVIDSafe Information

## SUMMARY

### WHAT IS COVID-19?

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

### HOW DOES IT SPREAD?

The virus can spread from person to person through:

- close contact with an infectious person (including in the 48 hours before they had symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

### PURPOSE OF COVIDSAFE PLAN

This Risk Management Plan will be used to assess the risks and monitor practices put in place at Glasshouse Port Macquarie surrounding COVID-19.

This document has been created to ensure correct and safe practices are being adhered to in order to protect the health and safety of staff, patrons and stakeholders. It is based on guidelines put in place by the NSW and Federal Governments and advice received from Safe Work Australia.

### KEY CONSIDERATIONS

Key items to consider include (but are not be limited to) the following:

- The latest advice from government and key industry and employee associations on control measures.
- The current legal requirements such as public health orders, health directions for NSW and their application to indoor venues.
- Stakeholders - staff, contractors, patrons and visitors
- Identifying how measures and actions will affect stakeholders – managing reactions
- The review and monitoring of control measures regularly to ensure they are effective

### RESPONSIBILITIES

In order to minimise the risk of spreading COVID-19 within the venue, the Glasshouse is responsible for:

- ensuring that appropriate controls are in place
- compliance with controls as much as is reasonably practical
- monitoring the efficacy of these protocols
- amending procedures where necessary to reduce the risk of exposure.

The Glasshouse will continue to meet WHS duties at all times. This may mean taking steps beyond the public health requirements to eliminate or minimise risk to all stakeholders of contracting COVID-19.

GLASSHOUSE PORT MACQUARIE

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## SUSPECTED OR POSITIVE CASE OF COVID-19

The Glasshouse will take the following course of action in the event of a positive or suspected COVID case:

1. Incident report
2. Contact relevant authorities for instructions and advice
3. Risk assessment / identify potential points of exposure
4. Disinfect Venue
5. Review COVID protocols

In the event that a stakeholder notifies a Glasshouse employee of potential COVID exposure, the staff member will use the following line of questioning.

1. Have you notified NSW Health? *If no, provide stakeholder phone number for NSW Health.*
2. What date/time did you visit the venue and for what purpose?
3. How long were you in the venue?
4. Can you recall where you went whilst in the venue?
5. Who were you in contact with?
6. Do we have your details on file?

# Glasshouse Function Centre COVID Safety Plan

| No. | Item | Action |
|---|---|---|
| 1. | **Restricted Venue Access -** What date can people gathering for the purpose of business / training etc? | The NSW Government has advised that the Glasshouse Function Centre spaces are allowed to re-open from 1 July 2020. |
| 2. | What **social distancing** restrictions apply to private and public function spaces? | − Each hirable space is subject to capacity restrictions based on the 2 square meter per person rule.<br>− The Federal Dept. of Health recommends a minimum of 1.5m between each person within that space.<br>− These points above will affect the room configurations available within each venue. |
| 3. | **Venue Capacities -** How many people are allowed in each space at any one time? | <u>Calculated based on 2sqm rule:</u><br>Meeting Room 1 = 35<br>Meeting Room 2 = 35<br>Meeting Rooms Combined = 71<br>Boardroom 1 = 15<br>Boardroom 2 = 10<br>Boardroom 3 = 5<br>Studio = 53<br>Mez Foyer west = 38<br>Mez Foyer east = 148<br>Bluestone = 36<br>Level 2 Women's Bathroom = 14<br>Level 2 Men's Bathroom = 8<br>MR Foyer = 44 |
| 4. | **Social Distancing -** How will clients enter/exit into space? | − Clients will enter via the CS/Clarence street doors (or lift) and present to the Customer Service desk or a dedicated staff member to provide their details for the purposes of contact tracing.<br>− Dependent on the location of the hired venue, the client will be instructed to access the Level 2 spaces via the lift. |
| 5. | **Contact Tracing -** How will we collect guest details? | − Patrons will be required to provide their details via a QR Code. Those who cannot use the QR will be asked to provide their details to staff for manual entry.<br>− This will include sharing their name, phone number or email.<br>− Patrons must present themselves to Customer Service staff prior to entering the hired venue. |
| 6. | **Contact Tracing -** What do we do if someone does not want to provide their personal details? | As per our Standard Conditions of Entry, the Glasshouse can evict or refuse entry to anyone who refuses to comply with requests made by Glasshouse staff. |
| 7. | **Contact Tracing -** How and how long will we store guest details? | Part 3 Section 12b of Public Health Order No 3, 'must keep the record for at least a period of 4 weeks.' |

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| 8. | **Catering** - Reasonable steps to minimize risk of infection to the client when operating/access catering services | − To minimize the potential spread of infection, clients should wipe coffee machine touch-points after each use and venue should only provide single-use serve ware and consumables.<br>− Signage should be displayed encouraging guests to observe the 1.5m rule when inside the venue (i.e. when lining up to make a coffee).<br>− No buffet-style catering layouts, individually wrapped morning/afternoon tea and lunch.<br>− Rooms and foyer spaces should be cleared of unnecessary furniture. |
| 9. | **Cleaning Procedures & Safe Hygiene** | Perform pre and post function clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions for Front of House Spaces, Technical Equipment and Furniture.<br>− Hand sanitizer will be available to clients upon entrance into the building.<br>− Extra sanitising of high traffic areas and touch points in addition to an extra mid-day clean (door handles, railings, water cooler taps, etc.) |
| 10. | **Signage** | Instructional and informational signage is displayed throughout the venue to ensure all patrons are aware of appropriate protocols and behaviours. |