



CORONAVIRUS

SAFE BUSINESS



Grupo Capoeiras Incorporated is registered as a COVID Safe business.

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

Effective 13 June

Community centres and halls

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your venue. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	GRUPO CAPOEIRAS INCORPORATED
Plan completed by:	14/06/2020
Approved by:	BOARD MEETING

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	We'll provide an information dossier to new students/parents/guardians, exposing information on the up-to-date website and after first contact with potential members, also on site for better delivery verbally and paper copy.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	N/A
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	Yes, as per agreement on meeting and in compliance with legal requirements at anytime

Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Restaurants and cafes. 	N/A

REQUIREMENTS	ACTIONS
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Physical distancing	
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Ensure capacity does not exceed one person per 4 square metres.	Yes, mark down the space for the class with signage
Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space and comply with one person per 4 square metres.	Yes, as per agreement on meeting, hiring new venues if the allowance in this one is going to be exceed
Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.	Of course, by delivering proper teaching methods and always by adapting the class to the legal requirements
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	Yes, the venue seats are located at enough distance from the practisioners
Move or block access to equipment or seating to support 1.5 metres of physical distance between people.	Yes, our venue is adapted to meet this requirement already
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.	Parent pick up zones are available at the front of the venue, not just the parking, if the probability of gathering increases. We will also set a time before/after the class to ensure safe conditions.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Yes, as agreement on meeting we will ensure that the visitors and students know about the regulations
Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	Yes, our venue is adapted already
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	Yes, as per agreement on the Board Meeting
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	N/A

Physical distancing	
Use telephone or video for essential staff meetings where practical.	We've already agreed that, as suggested and also empower two members of the Board to make basic decisions without having to involve the rest of members
Review regular business deliveries and request contactless delivery and invoicing where practical.	Our NFP is already working online from 1st day

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	We'll provide hand sanitizer and advertising
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Yes, as per agreement
Ensure bathrooms are well stocked with hand soap and paper towels.	Yes, as per agreement
Provide visual aids above hand wash basins to support effective hand washing.	Yes, as per agreement
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.	N/A
No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise hand hygiene before and after service.	N/A
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	N/A
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.	Yes, as per agreement
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Yes, as per agreement

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	N/A
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Yes, as per agreement
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Yes, as per agreement
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Yes, will inform about that in any case
Encourage contactless payment options.	The group have enable a Paypal.Me address for that www.paypal.me/capoeirasinc

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Yes, as per requested and agreement
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Yes, as per agreement
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.	We'll always expose the information on paperwork