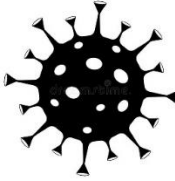


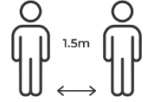


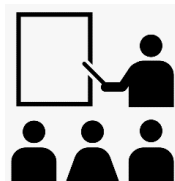



COVID-19 Safety Plan

Harold Hawthorne Community Centre is committed to the safety of the community and all visitors and staff that enter the Centre. We are therefore taking the necessary precautions to reduce the spread of COVID-19 in our premises. This document is updated periodically in response to the State Government's information and health advice on COVID-19. For all the latest information on COVID-19 in Western Australia, please visit [COVID-19 Coronavirus: Latest Updates \(wa.gov.au\)](https://www.wa.gov.au/government/department-of-health/health-alerts/covid-19).

 <p>Preventing the Spread</p>	<p>Visitors, staff and volunteers are not to attend work or enter the Community Centre in the following circumstances:</p> <ul style="list-style-type: none"> • If they are COVID-19 positive • If they have a cold or flu-like symptoms • If the Department of Health has advised them to get tested and isolate until a negative result is received • If they are monitoring for symptoms due to being in close contact with someone who is COVID positive <p>COVID-19 - Identifying the Symptoms COVID-19 - Definition of a Close Contact COVID-19 - Testing and Isolation Guide</p>
 <p>Proof of Vaccination</p>	<ul style="list-style-type: none"> • All visitors coming to the Centre must come through the Main Centre entrance and will be required to provide proof of COVID-19 vaccination upon entry (digital or paper-based). If paper-based evidence is given, the person will also be required to show an acceptable form of ID • Once evidence has been sighted, regular visitors have the option of being issued a proof of vaccination card that can be shown for future visits to the Community Centre. All visitors who are issued a card will be added to a register for record purposes. <p>Acceptable Forms of Proof of Vaccination Acceptable Forms of ID to show with Proof of Vaccination</p>
 <p>Mandatory Mask Wearing</p>	<ul style="list-style-type: none"> • All people in the Community Centre and the Social Activities Centre are required to wear a mask at all times • Staff are required to wear a mask when they are at a clients' home providing services • Meals on Wheels volunteers are required to wear a mask due to being in close proximity with other people • Home Maintenance Gardeners are not required to wear masks when working outdoors, however are required to wear them when talking to clients when social distancing is not possible • All people in transport vehicles must wear a mask due to being in a rideshare (cars, buses) • Any visitors, clients or staff who have given evidence of being exempt from wearing a mask, will be issued with a badge to wear in the Centre. <p>How to Put on & Take off a Mask</p>
 <p>Physical Distancing</p>	<ul style="list-style-type: none"> • Visitors, staff and volunteers are encouraged to maintain physical distancing of 1.5m where possible • Tables are arranged at a minimum distance of 1.5m apart • Floor markings 1.5m apart for queues at reception • Signs to direct and manage the flow of traffic • Flexible staff working arrangements to reduce interaction

	<ul style="list-style-type: none"> The 2sqm capacity limit has been applied to the following venues: Harry's Diner - 109; Social Activities Centre 64; Memorial Hall - 112; Library - 14; Volunteer Room - 10; Theatre Room - 24
 <p>Hygiene & Cleaning Protocols</p>	<ul style="list-style-type: none"> All people are required to sanitise their hands upon entering the Centre and prior to / after using amenities in Centre (alcohol-based sanitiser located at entry points) Increased cleaning protocols of high touch areas (door knobs, hand rails, tables and chairs) Amenities cleaning record sheets checked and maintained <p>Good Hygiene Etiquette How to Hand Wash / Hand Rub Correctly</p>
 <p>Personal Protective Equipment (PPE)</p>	<p>Home Support services:</p> <ul style="list-style-type: none"> PPE supplies will be provided to front-line staff providing services in clients' homes Staff are required to wear a mask and gloves for every service provided. PPE must be changed between clients and used as per manufacturers' guidelines Staff are required to use the hand sanitiser provided before and after every service - bottle refills are available at reception. Staff are recommended not to leave their hand sanitiser in the car as the effectiveness is reduced if left in the heat / direct sunlight. In the event a client has tested positive to COVID-19, essential services only will continue and non-essential services will be cancelled for a 7 day period. Staff attending to these clients will be required to wear full PPE (including an apron & face shield) and the client will be required to wear a face mask for the full duration of the service. <p>PPE Donning & Doffing</p>
 <p>Training & Education</p>	<ul style="list-style-type: none"> COVID Information updates provided to employees and volunteers Mandatory online training courses (i.e. AHA Hospitality and Tourism COVID-19 Hygiene Training) and Infection Control for Aged Care Workers Signage guidelines regarding latest updates and key safety information including hand washing and social distancing PPE and HH refresher training provided in staff meetings <p>COVID-19 Latest News & Updates</p>
 <p>COVID Response Planning</p>	<ul style="list-style-type: none"> COVID Safety Plans for Food Business (Harry's Diner), General (offices) and Sport & Recreation (Memorial Hall / Social Activities Centre) are regularly updated to meet government requirements COVID-19 "Conversation Prompter" cards distributed to front-line staff/volunteers - clients are asked COVID-related questions prior to commencing services to ensure it is safe to proceed The Community Services Manager is the first point of contact for all COVID-19 related queries relating to staff and clients In the event critical worker furloughing comes into effect, the worker must present a daily negative RAT test prior to commencing work for 7 days. The RATs will be provided by the organisation and will be recorded on a register.