

OXLEY REGION AMATEUR RADIO CLUB inc.

Incorporated in NSW 1525728 ABN 12 164 305 981

COVID-19 SAFETY PLAN

Issue 1.0 dated 14 January 2021

This plan has been prepared and authorised by the Committee to provide guidance to Club members and visitors of the necessary requirements and actions to comply with the NSW Public Health Orders, Port Macquarie Hastings Council and NSW State Emergency Service conditions for use of the SES Building, Central Road, Port Macquarie NSW during the declared COVID-19 period.

It is incumbent upon all members to read and understand this plan and abide by its requirements as a condition of participating in Club meetings and activities held in the SES Building in Port Macquarie.

Wellbeing of Members and Visitors.

The wellbeing and safety of members and any visitors to the Club Meetings or Activities is paramount.

Members and visitors agree not to attend a meeting at the SES Building in Port Macquarie if they are unwell or have any respiratory or COVID-19 symptoms or if they are within the prescribed isolation period having undertaken a COVID-19 test, or if they have been in recent contact with anyone from a designated COVID-19 Hot Spot during the prescribed period.

A member or visitor who appears to be unwell or displays or develops respiratory or COVID-19 symptoms will be asked to leave and agrees to abide by that request.

Members and visitors agree to abide by any conditions of entry posted and displayed in the SES Building by the Port Macquarie Hastings Council or the NSW State Emergency Service.

Physical Distancing

Members and visitors agree to practice social distancing when entering the Building, at all other times during the meeting, and when leaving the Building.

All members and visitors will be encouraged to wear face masks for their own safety and the safety of others in the building.

The person-capacity of the Emergency Operations Centre in the Building is limited by the 4 square metre rule.

- a. For the large EOC room the person limit is 20,
- b. For the smaller EOC room the limit is 15.

It is a condition of entry to the building that members and visitors must sign in as detailed in Section below entitled "Record Keeping". Entry will be denied once the capacity limit has been reached.

Chairs and tables will be spaced in accordance with social (physical) distancing rules. Members and visitors agree to not move or relocate the tables and chairs.

Members, unless of the same family or household, undertake to refrain from any activity which may result in accidental contact.

Members and visitors are not to congregate outside the Building prior to entry or on departure. The designated meeting period is from 2:00 pm to 4:00 pm. Members and visitors are to ensure that other users of the Building are not impeded on their entry and exit.

The Building is in continual use by SES and in the event that SES are using or need to use the facilities, or that the Emergency Operations Centre is activated, entry to the building will be denied. In the event that the meeting is already in progress, the meeting will be closed and members and visitors will have to exit as quickly as possible.

A visitor must be made aware of this plan and agree to its conditions.

A visitor not agreeing to the requirements of this plan or if admission would exceed the capacity limit will be denied entry.

Hygiene

Members and visitors agree to adopt good hand hygiene practices and, where necessary, use provided hand sanitiser as required. Hand sanitiser must be used on entry to the building, and prior to, and after handling any items such as pens and attendance sheets which are handled by others.

Members will need to bring their own personal refreshments. The kitchen facilities will be unavailable. Rubbish must be placed in the bins provided, or taken away when leaving.

The toilets are available for use. However, in the interests of safety, members and visitors are requested to minimise the use of these facilities. Hygiene must be maintained. Hands must be washed after using the facilities

Record Keeping

Members and visitors must sign-in on entry to the meeting with their name and contact details (phone or email) in a register kept for the purpose of COVID tracing.

The Secretary will keep this register for a period of 1 month and will only disclose details in the register when required to lawful authority. The Club will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 associated with the Club and its meetings in the SES Building.

The above register is separate to the normal attendance book.

In addition to the mandatory sign-in of the COVID tracing register, members and visitors are encouraged to download and use a recognised COVIDSafe application.

Review of this Plan.

This plan will be reviewed and updated as necessary as the COVID-19 situation evolves and in accordance with amendments to the NSW Public Health Orders and requirements of the Port Macquarie Hastings Council and the NSW State Emergency Service.

The latest plan extant at the time will be placed on the ORARC website.
