

Dickson St Space Inner West Cultural Services

35-39 Dickson St

Newtown NSW 2042

COVID 19 Safety Plan

Contact: info@dicksonstspace.com

[**www.dicksonstspace.com.au**](http://www.dicksonstspace.com.au)

Physical distancing

To comply with the 4 square metre rule:

- The maximum number of people per hire is 15 (including babies and children). This is the maximum capacity of the front hall under current Covid regulations.

Of those 15 people

- 3 people maximum waiting in the vestibule for the bathrooms (access via the rear hall)
- 3 people only in the kitchen
- Everyone should observe the physical distancing rule of 1.5 metres at all times

Personal & Venue Hygiene

- Anyone experiencing symptoms of a cold or flu or feeling unwell should not attend the premises.
- Everyone on the premises to practice personal hygiene by thoroughly washing and sanitising their hands and the hands of any children under their care regularly.
- Everyone should cover their coughs and sneezes and dispose of any used tissues immediately in the bins provided and wash or sanitise their hands.
- Everyone should avoid touching their face.
- Hirers and participants are to bring their own water bottles.
- Kitchen use is limited to the making of hot drinks.
- Hand sanitiser and 80% alcohol sanitiser spray is provided. At the end of each hire all surfaces must be wiped down using the sanitiser spray and paper towels and the towels disposed of in the bins provided.
- The premises will be cleaned and disinfected regularly.

IWCS will supply:

-hand sanitiser in the kitchen, the courtyard entry to the hall and in the vestibule to the bathrooms

-sanitiser spray in the kitchen and the hall along with paper towels to wipe down surfaces

-disposable gloves are available in the kitchen

We highly recommend that each hirer bring their own sanitisers (70% alcohol content minimum) to keep in plain sight and readily available for participants' use.

Signage

Appropriate signage will be placed at all entrances and exits to the premises as per below:

-maintaining social distancing,

-personal hygiene is encouraged,

-frequent use of hand sanitation on entry and exit as well as during.

All hirers will be provided with a copy of our COVID-19 Safety plan.

Conditions for Hirers

All hirers should observe the above conditions. In addition, all hirers **should**:

- have and be responsible for implementing their own COVID-19 safety plan,
- supply their own sanitisers and make these easily accessible to their participants,-
- maintain contact details for all participants: full name, telephone number and/or email address.

All hirers **must**:

- contact Inner West Cultural Services immediately should an attendee test positive for COVID-19,
- wash thoroughly any kitchen utensils and crockery used in hot water and soap and wipe down all surfaces that have been possibly touched with the spray sanitiser provided. This includes the kettle, tables, chairs, kitchen benches, all door knobs and handles, taps, washbasins, sinks, lavatory flush buttons, light switches and baby change table, external gate latches.

Response planning

If a confirmed case of COVID-19 has been identified:

- the premises and facilities will be immediately closed for cleaning,
- we will immediately notify SafeWork NSW on 131050,
- hirers will be immediately contacted who must in turn contact their participants.

This information is also posted on our website and Facebook page.

www.dicksonstspace.com.au

info@dicksonstspace.com

<https://www.facebook.com/DicksonStSpace/>