



Sutherland Shire Orchid Society Inc.

Email: [info@ssos.org.au](mailto:info@ssos.org.au)

## Infectious Disease Safety Action Plan COVID -19

October 2020

### **References:**

Government Gazette of the State of NSW – Minister of Health NSW  
(Latest updated document)

Public Health (COVID-19 - Restrictions on Gathering and Movement) Order (5)  
2020, under section 7 of the Public Health Act 2010.

Australian Government Department of Health: [www.health.gov.au](http://www.health.gov.au)

NSW Government – Helping Business Get Back to Work - guidelines for  
development of a COVID-19 Safety Action Plan

Uniting Church in Australia - Covid-19 Action Plan: Rules for Hall Users

### **Definitions:**

- **Society** shall mean the Sutherland Shire Orchid Society Inc.
- **Provider** shall mean an organisation or property owner providing the hire of premises for a particular activity.

**Policy Statement:**

The Sutherland Shire Orchid Society Inc. is committed to providing a safe and healthy environment for members and visitors attending any of the following approved Society activities: general meeting, committee meeting, orchid show, 'growers group' session, and display or public promotional activity by:

- Complying with any current Covid-19 exclusion schedules and guidelines set by the Department of Health NSW.
- Providing any up to date information to members as required in relation to Covid-19.
- Responding to any member attending a meeting presenting with symptoms that may be associated with an infectious disease such as Covid-19.
- Complying with any current rules as set out by the Uniting Church in Australia as to the use of their premises and equipment.
- Complying with any current rules as set out by any other Provider as to the use of their premises and equipment

**Goals:**

The Sutherland Shire Orchid Society Inc. will implement and action measures that prioritise the health and safety of members and visitors including:

- Implementing and encouraging effective hygiene practises as required by the Department of Health in the course of members attending and undertaking approved activities of the Society.
- Continually monitoring sources of trusted public health information
- Providing a level of confidence in regards to hygiene and social distancing compliance for our members and visitors attending any Society meeting or other approved activity.

**Strategies:**

Practises to reduce the chance of infection or the spreading of Covid-19 include:

- Providing hand sanitiser on entry to the meeting hall or at any other venue where a Society event is held.
- Maintaining a register of members and visitor's names and addresses attending each meeting or at places of other Society approved activities.
- Providing the required PPE and chemicals to wipe down and sanitise any surfaces required by the Society for the purpose of conducting the particular activity including but not limited to: kitchen benches, crockery and cooking equipment, tables, chairs, door handles, electronic equipment etc.
- Encouraging members to follow good hygiene practises when coughing or sneezing by covering the mouth or nose, including the regular washing and sanitising of hands.
- Members who are unwell with respiratory illness should not attend meetings and may be excluded from the meeting or activity.

- Actioning any current social distancing requirements within, or external to the hall premises, and apply to areas associated with other Society activities
- Managing and enforcing the current Covid-19 regulations and implementing any subsequent changes issued by the Department of Health NSW.

***Note:** Whilst the Sutherland Shire Orchid Society Inc. will follow and implement the hygiene guidelines as required by the NSW Department of Health, and the Uniting Church for the use of the hall, members should be aware there can be no guarantee that the hall environment will be 100% Covid-19 risk free.*

#### **Notification to Regulatory Authority:**

- Any confirmed case of Covid-19 by a member who has attended a meeting or any other Society activity is a serious incident and will be reported to the Public Health Unit NSW - 1300 066 055
- Any member who had previously attended a meeting or another Society activity and has subsequently been diagnosed with, or been in contact with a confirmed Covid-19 case, should advise the Society Secretary ASAP on 0431 799 230.
- As in any case of the above, the Society Secretary will advise the Committee immediately and the management of the Uniting Church hall on 0411 781 780.
- In the case of a member being confirmed with Covid-19 attending a show or other premises used by the Society, then the Provider of that premises will be notified immediately.

#### **Roles and Responsibilities:**

It is the responsibility of every member of the Sutherland Shire Orchid Society to:

- Understand and follow the requirements and practises listed in this document.
- Action the hygiene practises outlined above and adhere to the rules for the use of the meeting hall as outlined by the Uniting Church.
- Be aware of the signs within the hall premises and follow the advice required by the Uniting Church and the Society.
- Adhere to any rules by the Provider of any other premises hired or attended for the purpose of the Society's activities.
- Ensure that the required PPE, cloths and sanitising chemicals supplied by the Society are used effectively in accordance with this plan.
- Follow direction given by a member of the Society Committee in regards to any requirements of the above.

***General:** At the time of publishing, the content of this document was sourced from the most reliable and up to date information available from the Department of Health NSW and other reliable sources as stated on page 1, and may be subject to change.*