



Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council

NPY Women's Council COVID-19 Risk Management Plan

Below is information on how NPYWC staff will manage the risks associated with re-opening and controlling capacity of programs after COVID closures.

NPYWC COVID Staff Briefing

All staff will be briefed by Management personnel on the details of this document and NPYWC COVID Procedures before resuming programs on the NPY lands – especially recreation or other indoor facilities.

The following restrictions still apply:

- NPYWC staff returning from Victoria or overseas must self – isolate for 14 days and not travel to the NPY Lands within a 14 day period, and without symptoms.
- All staff feeling unwell or suffering flu like symptoms are advised to stay at home and seek medical attention.
- NPYWC staff feeling unwell or contracting a virus must not travel to the NPY lands until symptoms subside and with medical clearance.

Workspaces

Please remember:

- Social distancing and hygiene will be paramount in maintaining a healthy workplace
- A limit of 10 people per group or a separation of 1.5m in shared spaces
- At the end of your session, each person will be required to wipe down all surfaces using a disinfectant
- Regular handwashing with soap and drying with a paper towel

Clients

Please ensure that people wash their hands immediately on arrival. We will also encourage people to make use of outdoor spaces and have hand washing stations established.

Maintain social distancing when transporting clients in our vehicles and if you need to order a taxi for someone please do this via the Admin team.

Ensure all surfaces of the vehicle are cleaned after use. Advice on cleaning procedures is provided in [SA Health](#) and the Australian Government [Department of Health](#) fact sheets. Particular attention should be paid to door handles, seat belts, steering wheel, gear shifts, indicator/windscreen wiper controls, window controls, hand brake and control panel (e.g. radio).

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Types of activities

After careful assessment of the types of activities that take place as part of our Programs, NPYWC will not be running large community events. These include but are not limited to;

- Discos
- Movie Nights
- Community BBQ's
- Community Meetings

NPYWC Services will be conducting:

- General recreation activities within safe numbers and entailing social distancing.
- Non-contact sports activities
- Arts and Crafts that do not entail excessive inter-personal touching or contact.
- Cooking activities with small groups
- Kungka Nights and Wati Nights
- Bush Trips and Bush Picnics
- Outdoor recreation activities
- Computer-based activities where available (being wiped down after the session of use)
- One on one support and case management
- Other activities that maintain social-distancing and good disinfection practices.

Preventing the spread of infection in your workplace

Simple hygiene practices are **ESSENTIAL** to help prevent the spread of COVID-19 these include;

- Social distancing of 1.5 meters if and where possible.
- Avoid hand shaking, cuddling or limit face to face meetings instead consider teleconference measures.
- Wash your hands frequently with soap and water or use an alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid contact with anyone who has cold or flu-like symptoms.
- Stay home if you are unwell with any flu-like symptoms and report and seek immediate medical advice.
- Keep a clean workspace

For more information on Coronavirus (COVID-19) symptoms, prevention, diagnosis and treatment, please follow the Australian Government guidelines here: <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

Risk Management Plan – Facility Opening COVID 19

Hours of operation

To minimise risk to patrons of COVID 19 transmission a maximum period of 2 hours attendance in the facility will be enforced for each patron.

This means the facility cannot be open for longer than 2 hours at a time. It is suggested that an hour or half hour break is taken in between each session.

Capacity of facility

NPYWC Staff to determine dimensions of each facility we operate in and calculate the maximum number of persons that can be in the facility: using the measurement of 1 person per 4 square meters (SQM).

Patrons who are unwell

Patrons who are unwell (COVID like symptoms) must be asked to leave the facility and only return once their symptoms are no longer present.

Floor markings and seat marking installed where people line up or sit to show required separation.

To ensure social distancing is abided by in areas where participants line up or commonly sit, markers (such as a large taped x) will be placed to demonstrate social distancing.

These include but are not limited to;

- Entry (Where patrons may be required to wait before entering)
- Canteens
- Toilets
- Seating
- Family Centre
- Child Care
- School
- Computer room
- Band room

Hand Washing Facilities

Hand Washing facilities or hand sanitiser will be available at the entry of the facility and in any area where food is served or consumed. All patrons will be encouraged to wash their hands upon entering the facility. Hand Washing facilities / hand sanitisation will be available throughout the entire activity.

Signage

All facilities must have the following signage displayed at the facility entry

- Appendix 1
- Appendix 2
- Screening Qs

Cleaning schedules

Increased cleaning routines need to be established in each centre. High touch points such as kitchens, doors, and shared equipment must be sanitised before use and at least once during an activity. The responsible employee will disinfect the space before activities and once again around the one hour mark.

These high touch points will be wiped down with a disinfectant solution provided to staff. All other cleaning routines will be also increased – such as mopping and sweeping, and surface wipe downs.

Minimise the use of shared items

Where practical, the use of shared items will be minimised or eliminated. For example during a painting activity each participant will have their own paint brush.

Staff who are unwell

Staff who are unwell will remain in isolation as best they can in their homes. They will not attend any facilities or offices.

Abiding by the COVID Plan

If any of the above management practices cannot be enforced or adhered to, the facility will be closed until such point that all directions can be adhered to. This could mean closing an activity early.

A major issue present for smaller facilities is maintaining the required 4m² per person density. In facilities where this is a risk, staff will talk to their team leader to implement control measures, such as those listed below:

- Reducing the size of the group
- Running concurrent programs, this allows patrons to be re-directed to another space.
- Running targeted activities for special groups eg. – teenagers (male or female) only.
- Alternating program structure
- Create partnerships with Night Patrol, A partnership with night patrol could help enforce social distancing and ensuring crowds disperse at the conclusion of an activity.
- Other measures as identified by staff or Team Leaders

Signed

Liza Balmer

Chief Executive Officer

2/7/20