



The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

Dhammaloka Buddhist Centre  
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## COVID Safety Policy & Procedure

Date written: 2<sup>nd</sup> June 2020

Date revised: 31/12/2020

Written by: Stephen Connell (Operations Manager), Bill Prins (Dhammaloka Subcommittee)

Date approved: 8/6/2020

Approved by: Executive committee, Full committee

Review Date: 31/12/2021

**Bodhinyana Buddhist Monastery**

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**Jhana Grove Meditation Retreat Centre**

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## **PURPOSE**

This policy is to educate staff, volunteers, and visitors on COVID safety at Dhammaloka.

## **POLICY**

It is the policy of the BSWA to adhere to the **WA government's current guidance's** to help inhibit the spread of COVID-19.

The BSWA will provide cleaning supplies to help combat the spread of COVID-19, including liquid hand soap, hand sanitiser, disinfecting wipes, and paper towels in toilets.

In the event of a suspected or confirmed COVID-19 case, the centre's activities will be temporarily suspended until Health Department guidance is sought and completed.

## **PROCEDURE**

The BSWA will enforce the following procedures:

- Post COVID-19 safety signage, COVID Safety Certificates, and contact tracing registers for all locations
- Instruct visitors, employees, staff and volunteers to sign in with contact tracing registers
- Instruct visitors, employees and volunteers to stay at home if they have any symptoms of illness or have been in recent contact with a suspected case of COVID-19.
- Provide and make use of hand sanitiser stations and wash stations.
- Frequent cleaning and disinfecting of shared equipment and common areas, such as mice, keyboards, and headsets., doorknobs, etc.

Attendees need to observe the following procedures:

- Stay home if you have any symptoms of illness or have been in recent contact with a suspected case of COVID-19
- Sign or scan the contact tracing registers upon arrival
- Make use of the hand sanitiser stations and wash hands
- Do not exceed posted occupancy limits as listed in the posted COVID Safety Certificates.
- Avoid touching your face, eyes, nose or mouth; cover your mouth when sneezing or coughing
- Avoid shaking hands, hugging or physical touching

If there is a violation of the COVID safety plan policy, please notify both the Dhammaloka subcommittee ([dhammaloka-subcommittee@bswa.org](mailto:dhammaloka-subcommittee@bswa.org)) and the Operations Manager ([opsmanager@bswa.org](mailto:opsmanager@bswa.org)).