



The Buddhist Society of Western Australia (Inc.)

[www.bswa.org](http://www.bswa.org)



**Dhammaloka Buddhist Centre**  
18 Nanson Way, Nollamara WA 6061  
+61 8 9345 1711  
[admin@bswa.org](mailto:admin@bswa.org)  
ABN: 40 352 930 645

## COVID Safety Policy & Procedure

**Version: 1.1**

Date approved: 8 June 2020

Approved by: BSWA Committee

Last Review: 21 April 2023

Review Date: 30 June 2023

**Bodhinyana Buddhist Monastery**

216 Kingsbury Drive  
Serpentine WA 6125  
+61 8 9525 2420

**Dhammasara Nuns Monastery**

203 Reen Road  
Gidgegannup WA 6083  
+61 8 9574 6583

**Jhana Grove Meditation Retreat Centre**

283 Kingsbury Drive  
Serpentine WA 6125  
+61 8 9525 3314

## Version Control

Version #	Author	Approved Date (By)	Summary of Change
1.1	Lay Har Goh (Ops Mgr)	21 Apr 2023 Administratively updated	Added version control table and updated next review date
1.0	Stephen Connell (Ops Mgr)	8 Jun 2020 BSWA Committee	

## **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, 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.
- Cleaning and disinfecting 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)).