



COVIDSafe Return to Community Facilities

In accordance with the Chief Health Officers Restricted Activity Directions, the following responsibilities must be adhered to by building occupants to resume using a City of Kingston community facility:

1. Only activities allowed under the current DHHS restriction levels at the start time of the hire are to be undertaken in a council facility. Approved activities can be found at <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
2. Social distancing measures must be enforced at all times. All attendees must remain at least 1.5m apart.
3. Groups must strictly adhere to and manage the number of persons allowed in a space at any given time.
Density and social distancing requirements apply to each venue, limiting capacities of each space. These figures will be calculated by council and will follow the most current advice provided by the State Government. Final capacity numbers for each space will be displayed.
4. Understand the density requirements of your group and set up your spaces to comply with physical distancing rules.
5. The person/group responsible for hiring the venue must request that each person who attends the facility or venue for longer than 15 minutes provide their name and contact number, and if provided must keep a record of those details for 28 days, together with the following details:
 - a. The date and time at which the person attended the facility or venue; and
 - b. If there are multiple indoor spaces, the indoor spaces which the person visited.
 - c. The records requirement applies to all persons that attend the facility or venue for longer than 15 minutes, this includes group members, Council staff, visitors or delivery workers.
 - d. It is important to securely store this information once you have collected it.
You should only provide this information to relevant health authorities who undertake contact tracing activities, when requested to do so.
 - e. You should destroy this information once it is no longer reasonably necessary for the purpose of contact tracing. Comply with Privacy and Data Protection Act 2014.
6. Ensure the venue stays clean throughout your visit. This may include:
 - a. Cleaning visibly soiled surfaces
 - b. Cleaning frequently touched surfaces (such as doorknobs, hand rails, light switches)
 - c. Create a cleaning chart to record the day, date and times that you have cleaned your equipment.
7. No kitchen facilities are to be used until further notice (this includes shared cutlery, crockery).
8. Food and drink supplied by participants is for personal use only (I.e. no shared food is permitted)
9. Limit the use of shared equipment and disinfect shared equipment frequently. If possible, only use equipment that can be cleaned well.



10. Modify or change some activities to limit close contact.
11. Provide education and resources about COVID to your members including specific instructions on what is expected when they return to the building for activities.
12. Ask your group members and visitors not to attend the premises when they are sick.
13. Review and modify your COVID Safe Plan when required.
14. Limit entry to participants/members only.
15. Create a COVID Safe group agreement in which your participants will agree not to share cutlery, drink bottles, use hand sanitiser or wash hands upon entry and maintain physical distancing requirements etc.
16. Strategies to address non-compliance include: Not permitting entry to visitors if they are unwell. Add this to your group agreements with participants.
17. The way you will monitor compliance will be based around the measures that you put into your COVID Safe Plan. It is the committee's responsibility to ensure all members follow requirements set out in their COVID Safe Plan and any directions and agreements set out by Council.
18. All other obligations outlined in your relevant hire or occupancy agreement will still apply.
19. Follow all directions from Council staff in relation to the use and occupancy of the facility. Times and days of use will be subject to change.
20. Third party operators and user groups attending Council buildings will need to confirm that their current insurance policy includes coverage for the activity or service to recommence within a declared pandemic environment. Please be aware that some insurance policies may not provide coverage during a pandemic, and some insurers may have made changes to policies from the beginning of the new financial year. If the insurance policy for the third party does not extend to pandemic cover the insured needs to assess the risk as to whether they resume operations or not.

I _____ (the undersigned), on behalf of _____ (the hirer/organisation), upon receiving approval to begin using a community hall, acknowledge having read and understood the above hereby undertake to comply in all respects with such conditions. Agree to communicate the requirements to all members of the group.

Signed _____

Date _____

Checklist:

- Provide an electronic copy of your group's COVID Safe Plan to Council and to members of your group.
- Cleaning chart (including touch point cleaning)
- Read the DHHS requirements for your activity