

North Arm Cove Community Centre Users Covid Safety Plan

Setting up/ and conduct of activities

- Drop off and entry includes safe distancing and use of one entry only.
- Maximum number of class participants is maintained for both the main hall and the library
- All participants sanitise using the rub instructions before entry
- Names and contact details are kept for each participant for each class
- Participants who present with flue like symptoms are advised not to attend and seek medical attention
- Activity set up includes safe distancing at 1.5 metres including seating
- Door handles and major touch points are sanitised
- All chairs are set up using gloves
- All tables are set up using gloves and are disinfected
- Toilets are disinfected and handwashing signs are in place
- Handwashing soap and towels are available in the toilets and kitchen
- Activities should not include sharing of resources between participants
- The kitchen needs to be cleaned before use after disinfectant and water
- No activities will involve contact between participants or sharing of materials

Shutting down and cleaning after activities

- Clean the venue at the end of the event – mop the floor
- Remove all rubbish and place in the red bin
- Wipe down with disinfectant all chairs, tables, benches used
- Wipe with disinfectant all touch points
- Clean doors/door handles, stairwell handrails
- Clean high-touch public surfaces such as, light switches, taps, sink edges, buttons
- Clean kitchen areas, benches, handles, microwave, ovens, basins
- All crockery and cutlery is washed using hot water and soap
- Consider their environment and what is frequently used and touched by people.

The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning high touch areas. Breach of conditions Any breach of the Pandemic Protocols may result in: • Refusal to accept future bookings • Extra charges being incurred

I understand the above procedures are required to maintain the Covid Safety of North Arm Cove Community Centre and agree to ensure these are followed for each activity I coordinate in the Centre.

Hall Hirer Name:

Signature

Date

Approved Name

Signature