

COVID SAFETY PLAN FOR THE HIRE OF ERINDALE NEIGHBOURHOOD CENTRE

Name of hirer:	
Nature of the activity:	
Days and hours of activity:	
Contact: Phone and email address	
Date plan adopted:	
Date Plan provided to manager of the Erindale Neighbourhood Centre.	

This Safety Plan has been developed having regard to the ACT government Recovery Plan, the ACT government’s “Guidelines for your COVID Safety Plan”, and the conditions for hire of the Erindale Neighbourhood Centre, and relevant health advice from Commonwealth and ACT Health.

WELLBEING OF PEOPLE ATTENDING	ACTION
Exclude staff, volunteers and visitors who are unwell	Staff, volunteers and participants are advised not to attend if they are unwell and they are told to return home.
Hygiene and physical distance	At the beginning of the activity all attendees are advised to maintain physical distance of 1.5 metres from other persons. Attendees are advised to use hand sanitiser on entering the facility. Attendees are advised to maintain good hand hygiene, to use the sanitisers provided and to wash hands thoroughly for 30 seconds after they use the bathroom. Attendees are advised to maintain 1.5 metres physical distance when entering or leaving and in the car park.
Exercise equipment	Participants are to bring their own equipment such as mat, towel or cushion (specify relevant to activity).
Seating arrangements	Seats when used will be spaced to provide 1.5 metres physical separation.
Limit on numbers attending	No more than 18 people will be in the building at any time.
Information	Attendees will be asked to note the information posters on the walls pertaining to COVID-19, hygiene and handwashing.
CLEANING	ACTION
At the beginning of the activity	Before people arrive the person responsible will use sanitising spray on door handles, bathroom taps and sink, toilet seat and cistern, and all contact and touch points. Tables and chairs to be used will be sprayed and wiped with disinfectant spray.

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<p>At the end of the activity.</p>	<p>The person responsible will use sanitising spray on door handles, bathroom taps and sink, toilet seat and cistern, and all contact and touch points. Tables and chairs to be used will be sprayed and wiped with disinfectant spray.</p> <p>Used paper towels and used cleaning cloths will be placed in bin liner and then placed in large bin outside the building.</p> <p>Bin liners will be replaced in the bins inside the building.</p> <p>Tick and sign the booking sheet to indicate that the end of activity clean has been undertaken.</p>
<p>FOOD AND DRINK</p>	<p>ACTION</p>
<p>Serving food and drink</p>	<ul style="list-style-type: none"> • Where food is served, one person is responsible for serving, and ensuring that hand hygiene is practised before and after serving. • The kitchen is not available to prepare or keep food or drink. • Any containers and serving items brought to the centre will be taken away.
<p>RECORD KEEPING</p>	<p>ACTION</p>
<p>Attendance record</p>	<p>All persons attending whether as a participant, staff, volunteer or visitor will be required to register their attendance by recording their first name and a contact telephone or email.</p> <p>This list will be kept for at least 28 days and will be available on request by enforcement authorities.</p> <p>The list will be kept securely to maintain the privacy of those attending.</p> <p>We will cooperate fully with enforcement and health authorities if we are contacted in relation to a positive case of COVID-19.</p>

Signed

Date