

Federation Council Community Facilities COVID-19 Hire Protocols

This document outlines how the Federation Council community facilities will operate during the COVID-19 pandemic. These protocols may be updated as requirements change from the NSW Government.

Goal of this document

- Keep all community facilities users and the wider community healthy by preventing the spread of COVID-19;
- Encourage a safe and respectful use of community facilities and good communication between all stakeholders; and
- Complement the standard Terms & Conditions of Hire and Health & Safety requirements.

Council's commitment

- Council is committed to working alongside hirers to prevent the spread of COVID-19.
- Council understand that we are in this together – this means trusting others will keep us safe and that Council will do the same for them.
- Council recognise that we must work together to ensure the health, safety and wellbeing of everyone.

Hirer commitment

Hirers will need to take responsibility to ensure that they follow the protocols set out to protect the health and safety of themselves and their group.

Users of community facilities should recognise that we must work together to ensure the health, safety and wellbeing of everyone. This means trusting other users will keep us safe and that we will do the same for them.

It is a hirer's responsibility to ensure that any additional requirements for their specific activity as detailed in the NSW Public Health Order are met.

Hirers must have an up to date COVID-19 Safety Plan in place, including strategies to manage COVID-19.

On arrival to our community facilities users will ensure the following protocols are met:

1. Access requirements

- You don't have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell);
- You don't have COVID-19 or are waiting for results of a COVID-19 test;
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days; and
- You have not returned or been in contact with anyone else who has returned, from overseas in the past 14 days.

2. Social distancing and gatherings numbers

- Physical distancing, known as "social distancing", is about keeping a safe distance from others and advice from NSW Health is that staying 1.5 metres away from others is an effective measure.
- All users are to apply physical distancing measures as set by NSW Health at the time of their booking.

- Those making the booking must ensure that the maximum number of people (1 person per 4sqm) or less are in their space depending on the size of the room hired. Information regarding maximum room capacity can be found on Council's website.

3. *Personal hygiene*

- Hirers must ensure participants use hand sanitiser or wash their hands with soap and running warm water before starting an activity in the facility.
- Participants must follow good hygiene practises (coughing into elbow, handwashing for at least 20 seconds and drying) and regular cleaning of commonly touched surfaces and equipment throughout their time in the community facility.
- Hirers agree that they and their participants will not enter community facilities if they have any associated symptoms.

4. *Contact tracing*

- The hirer is responsible for collecting a list of all participants related to their booking.
- The information is being collected to assist in the management of the pandemic. If requested, this information must be provided to NSW Health officers. The information should be securely stored, not used for any other purpose and deleted/destroyed after 28 days.
- Federation Council reserves the right to cancel any future bookings or restrict access to facilities if contract tracing protocols are not followed.

COVID-19 cleaning responsibilities

Below are Council and hirers shared responsibilities when it comes to cleaning community facilities in terms of a pandemic.

Federation Council will:

- Provide hand sanitiser
- Ensure soap and water is readily available and kept topped up
- Professionally clean facilities to standard levels of service

Hirers will:

- Clean the venue at the end of the event
- Remove all rubbish
- Bring their own tea towels and dish soap
- Wipe down with disinfectant all chairs, tables, benches used
- Wipe with disinfectant all high 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
- 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
- Bond being forfeited

Acknowledgement

Name of Hirer: _____

Signature of Hirer: _____

Date: _____