

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

PURPOSE

Moirá Shire Council requires all groups and organisations who wish to use a Council owned or managed building to complete a COVID-19 Safe Plan, to support a safe approach to use.

SCOPE

This plan applies to all users of a Moira Shire Council building, including but not limited to halls, recreation reserves, showgrounds and historical precincts; in line with the easing of COVID-19 restrictions identified by the Department of Health and Human Services.

If the requirements of the user's governing body or sporting association address any of the details covered within this document, reference is to be noted in those specific areas of this plan.

It is the expectation of Council that users refer to any other guidelines from their governing body or sporting association or seek further clarification from Council.

USER RESPONSIBILITY

All users are to read and understand these guidelines, complete this form and checklist for each activity / use and:

- Comply with government restricted activity directions
- Comply with all additional guidelines provided by their governing body or sporting association
- Maintain physical distance - stay 1.5 metres away from others
- Practise good hygiene
- Stay at home if unwell

Users must ensure that this plan is completed, retained by them and ready to be made available on request by Council or any other enforcement agency, i.e. Victoria Police.

Access and use of Council buildings is provided in good faith, however it is the responsibility of users to ensure that they comply with all relevant restrictions, regulations and guidelines and do all things necessary to ensure the safety of all users and attendees.



USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

USER DETAILS

Organisation / Applicant			
Facility Name			
Period of use	Dates		Times
Activity Type			
Areas Used (kitchen, hall, meeting room etc.)	Main Hall <input type="checkbox"/> Council Chambers <input type="checkbox"/> Stage <input type="checkbox"/> Kitchen <input type="checkbox"/> Kiosk <input type="checkbox"/> Meeting Room <input type="checkbox"/> Foyer <input type="checkbox"/>		
A contact person must be present throughout the use / activity. Please include details below			
Contact Person Details	Name		
	Telephone		
	Email		
If you have multiple contact people, please complete their details below.			
Contact Person Details	Name		
	Telephone		
	Email		
Contact Person Details	Name		
	Telephone		
	Email		

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

PLAN

Prior to Use - Risk Assessment

Prior to people hiring the venue the Risk Assessment Checklist in this form must be completed identifying how the requirements for physical distancing and people density will be maintained.

Considering attendees needs

Users need to discuss potential vulnerabilities with all attendees and encourage individual participants to consider their own risk and need to attend. The user may need to consider supporting different members depending on their circumstances. Circumstances may have changed post COVID-19, for example they may now have additional carer's responsibility or family members with specific health risks.

Social and physical vulnerabilities that might affect a person attending the facility include:

- Immune-compromised: may limit attendance or may require additional controls
- Social isolation: managing return to social settings may be complex
- Need to assist family with child minding or other activities

Any person who is unwell should not enter the building. This includes presenting with cold or flu symptoms including fever, runny nose, coughing, sore throat, aches or diarrhoea. People with symptoms must be asked to leave.

This plan should be communicated to all affected members of the group.

Physical distancing measures

You must ensure the following physical distancing measures are in place:

- people from separate households must be more than 1.5 metres from each other
- a minimum space of 4 square meters (2 metres x 2 metres) is required for every person in any room they access
- Spaces (e.g. corridors) where there is a potential for people to come in contact with each other may exist in the building. It is acceptable that people walk past each other in these spaces as the amount of time they are together is minimal. However, they are not to stop in these spaces and, if possible, the movement of patrons should be managed so that people will not physically brush past each other in this space.
- Number of attendees must be in line with current government restrictions.
Please refer to the DHHS website for current restrictions and limits.

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

Maximum Capacity

To maintain required physical distancing, a limit to the number of people in each area of the facility must be in place.

The nominated contact person must remain on site during the event to ensure attendees do not exceed capacity.

Signs

The following signs will be posted at the venue. Please ensure they are present during use.

- Maximum Capacity signs – advising the maximum capacity for each room in the building are to be present at the entrance to each room.
If the number of attendees exceeds the maximum capacity in each of the facility, signs should advise people are to wait until the room is vacated.
- Stop the Spread signs – with information on how to stop the spread of COVID-19 including physical distancing, good hygiene and what measures everyone should take are to be present in prominent locations in the building.
- Hygiene Standards signs – with instructions on hand washing are to be present near the sink area of each toilet in the building.

Contact Details

Any person entering the venue must provide their contact details, including full name and telephone number, to assist in rapid tracing.

The time for gathering or use of the building is to be limited to what is needed and should not extend beyond what is necessary.

Personal Hygiene

On entry to the building it is advised that every person wash their hands with soap and water or use hand sanitiser to apply at entry. Everyone should avoid touching their faces.

Catering / Food

Note: If attendees are going to be at the facility for a period of time, it is encouraged that they bring their own food to ensure there is no shared catering.

During any event where catering is provided, the government restrictions on restaurants and cafes must be adhered to.

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

Cleaning

Document cleaning arrangements. **After each use** and **during use if required** users should undertake the following cleaning:

- Using disposable gloves, clean and disinfect frequently touched surfaces, including but not limited to tables, chairs, door handles, light switches, remote controls, kitchen surfaces, cupboard handles.
- Thoroughly clean toilets after each use. Basins, tapware, toilets, urinals must be sanitised as well as door handles wiped with disinfectant. Disinfectant is to be used for cleaning, disposable gloves and face masks to be worn when undertaking cleaning. Antibacterial liquid soap and paper towel is to be made available for hand washing. All rubbish to be disposed of responsibly.
- Discard disposable gloves after each use, wash hands immediately.
- Thoroughly clean surfaces using detergent (soap) and water. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
- Where possible, use chairs without soft covers.

COVID-19 Infection

If an attendee is diagnosed with COVID-19, the following process will apply:

- Notify attendees who may have had contact with the person per DHHS guidance
- Ensure the privacy of the individual is maintained
- Seek assistance from Council contact person
- Inform Council to arrange a deep clean of the building

People recovering from COVID-19 or those who have been ill are to ensure they no longer pose a risk to other users prior to entering the facility (adherence to guidance provided through medical practitioners and be asymptomatic).

Breach of the policy

Everyone will be treated with respect and it is expected that users will adhere to these guidelines to help minimise the risk of COVID-19 being spread. Should someone test positive who attended a Council facility, their privacy will be maintained, however Council will need to support a contact tracing regime to inform others.

Legal Sources of policy

National COVID-19 Safe Workplace Principles	Occupational Health and Safety Regulation 2017 (VIC)
NCCC COVID Safe plan	Disability Discrimination Act 1992 (Cth)
Occupational Health and Safety Act 2004 (VIC)	Equal Opportunity Act 2010 (VIC)

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

RISK ASSESSMENT CHECKLIST

BEFORE ACTIVITY	✓
Advice on COVID-19 available to everyone www.dhhs.vic.gov.au/staying-safe-covid-19	<input type="checkbox"/>
Maximum capacity signs displayed in each area	<input type="checkbox"/>
Places where it will be difficult to maintain 1.5m spacing identified	<input type="checkbox"/>
Stop the Spread signs displayed in prominent locations	<input type="checkbox"/>
Hand washing Instructions signs displayed in each toilet	<input type="checkbox"/>
Attendance sheet available for completion by all people entering facility	<input type="checkbox"/>
Consideration for leaving doors open to allow access through doors without touching (consider leaving the outer toilet door propped open to avoid touching)	<input type="checkbox"/>
Encourage attendees not to bring belongings into the facility	<input type="checkbox"/>
Soap and water, disinfectant spray, paper towel, hand sanitiser available	<input type="checkbox"/>
Disposable gloves available	<input type="checkbox"/>
Other risks identified that need to be managed, please list below:	<input type="checkbox"/>

DURING ACTIVITY	✓
Advise patrons to hand wash/ hand sanitise as soon as they enter the building	<input type="checkbox"/>
All attendees have been asked if they are unwell or have a temperature	<input type="checkbox"/>
All attendees have provided their contact information on attendance sheet	<input type="checkbox"/>
All attendees have been informed about safe distancing (1.5m)	<input type="checkbox"/>
All attendees have been advised of other risks to be managed, if any	<input type="checkbox"/>

AFTER ACTIVITY	✓
All items used (including tables and chairs) washed with soap and water or sprayed and wiped with a disinfectant.	<input type="checkbox"/>
This form and the attendance sheet completed and stored in a centralised location. Attendance sheet to be made available upon request	<input type="checkbox"/>

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

HYGIENE PRACTICES	YES	NO	NA
Do you have processes in place for the cleaning of equipment and facilities used and maintaining physical distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The hirer is required to prepare a plan outlining the additional measures it will take to protect users against COVID-19, such as;</p> <ul style="list-style-type: none">• Cleaning and provision of hand sanitiser and hand washing facilities• Measures to restrict the number of people in an enclosed space to a maximum of 1 person per 4 square metres• Restricting access to any areas that have not been hired			

USE OF COUNCIL BUILDING GUIDELINES AND CHECKLIST



COVID-19 PLAN AND RISK ASSESSMENT CHECKLIST

<p>FACILITY USAGE</p> <p>Please outline how you will manage the limit to maximum group numbers respective of each stage of restrictions?</p>
<p>OTHER INFORMATION</p>

Please advise Moira Shire Council of any concerns complying with this plan.

Contact Person Signature		Date	
--------------------------	--	------	--