

District Council of Streaky Bay

Institute and Supper Room Hire COVID-19 Protocols

DCSB 16 Form 47

The purpose of this document is to outline how the community facilities within, the District Council of Streaky Bay, will operate during the COVID-19 pandemic. Please note that the protocols of this document may change as per South Australian government requirements.

Purpose of this document

- Help protect the health and safety of community facility users by preventing the spread of COVID-19.
- Encourage safe use of community facilities and provide clear communication of protocols for users to follow.

Our Commitment

Council are committed to working together with the community to help prevent the spread of COVID-19.

Council acknowledge that we must work together to ensure the health, safety, and wellbeing of all community members.

Hirer Commitment

The hirer will be responsible in ensuring the protocols of this document are followed, to protect the health and safety of themselves and others.

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

It is the responsibility of the hirer to ensure that any additional requirement for their specific activity, as detailed by SA health, are met.

Access Requirements

On arrival to Council's community facilities, users must ensure the following protocols are met

- You do not have any symptoms associated with COVID-19. Such as, fever, cough, sore throat, shortness of breath, sneezing/runny nose, or loss of sense of smell)
- You are not waiting on test results from COVID-19 or currently have been diagnosed with COVID-19 (current)
- You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned or been in contact with anyone else who has returned from overseas, or a current 'Hotspot' in the past 14 days.

Social distancing and gathering numbers

Physical distancing, otherwise known as "social distancing", is about keeping a safe distance from others to help prevent the spread of COVID-19. SA health advises that keeping 1.5 meters from others where possible. All users are to apply social distancing measures where possible.

As per the current SA Government requirements, the hirer must determine the maximum number of people allowed in the space, based on the size on the room hired. Maximum capacity of Council community facilities and room sizes can be found on Council website.

Personal Hygiene

Hirers must ensure that participants use hand sanitiser or wash their hands with soap and warm running water before starting an activity within the facility.

Participants MUST follow good hygiene practices such as coughing into elbow, handwashing regularly and at least for 20 seconds and drying. Commonly touched surfaces and or equipment being used by the hirer/users must be regularly cleaned with antibacterial products.

Hirers are to ensure that participants experiencing cold and flu symptoms will not enter the facility being hired.

COVID Safe Plan Marshalls

It is the responsibility of the hirer to complete when applicable a COVID Safe Plan or a COVID Management Plan. <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>.

It is the responsibility of the hirer to determine whether or not a COVIDI Marshall will be required for the Hire period. Please see <https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>.

All hirers must keep record of attendees of Public Activity undertaken at the community facility by completing a Contact Tracing Record. Copies of this register will be provided to the hirer at the time of picking up the keys. Council will retain a copy of the register after hire. Any information retained on the register will be kept confidentially and passed onto appropriate officials if required.

Cleaning Responsibilities

The cleaning responsibilities outlined below are in addition to current hire conditions outlined for each Council facility. District Council of Streaky Bay will:

- Ensure soap and water is readily available at the facilities
- It is not the responsibility of Council to clean and ensure surfaces of the facility being used have been disinfected after use. However, as an additional precaution, Council will engage a cleaner to wipe and disinfect heavily used surfaces after hire.

The Hirer will:

- Clean the venue at the end of the hire period
- Remove all rubbish
- Provide their own tea towels and dish soap
- Wipe down with disinfectant all chairs, tables, benches, toilets.
- Wipe with disinfectant all touch points
 - Doors/doorhandles,
 - Handrails
 - Light switches, taps, sink edge, buttons
 - Kitchen areas, benches, handles, microwave, ovens, basins (if used)

When disinfecting surfaces is important to consider all of the environments of the facility that have been frequently touched by people. The virus can be spread by touching unclean equipment and or surfaces. To stop the spread, efforts MUST be made to clean and disinfect high touch areas.

If the facility has not been cleaned, as per the protocols outlined above, there will be cleaning charges applied to the booking.

Breach of Protocols

Any breach of the protocols outlined in this document may result in:

- Refusal to accept future bookings
- Extra cleaning charges being incurred
- Bond repayments may not be refunded.

Printed Name _____ Signature _____ Date __/__/____