

COVID Safe Plan For APS Mitchell Group Inc. Organisation

1. PURPOSE

Mitchell Shire Council requires a COVID-19 Safe plan for groups and organisations who wish to return using Council owned or managed facilities. The following plan supports a safe approach for building use. Council welcomes the inclusion of any special guidance from your peak bodies and associations where this has been provided.

2. SCOPE

This plan applies to all people entering the **KILMORE LIBRARY JOHN TAYLOR ROOM** building located at **12 SYDNEY STREET KILMORE** in line with the easing of COVID-19 restrictions identified by the Department of Health and Humans Services.

3. PLAN

3.1 Pre-Return Risk Assessment

Prior to people attending the site a Risk Checklist must be completed identifying how the requirements for physical distancing and people density will be maintained. A checklist to enact the plan is attached in Appendix 1

3.2 Considering groups needs

Organisers will discuss potential vulnerabilities with all group members and encourage individual participants to consider their own risk and need to attend. The group 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:

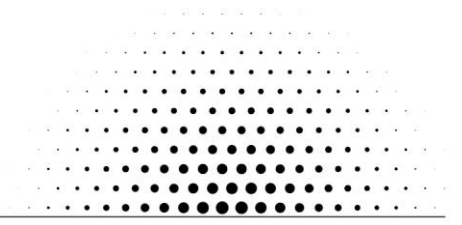
- > Immune-compromised: may limit attendance or may require additional controls
- > Social isolation: managing return to social settings may not be easy for some people
- > Need to assist family with child minding or other activities

Our plan for managing our members is:

- > Sending Covid-19 safe plan to all members with the meeting groups notice
- > A copy of the Covid-19 Safe plan with the meeting registration book
- > Limit numbers to current DHS prescribed restriction number's
- > Update all members as circumstances change

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 diarrhea. People with symptoms will be asked to leave.

This plan has been communicated to all affected members of the group.



3.3 Return to facilities

3.3.1 Physical distancing measures

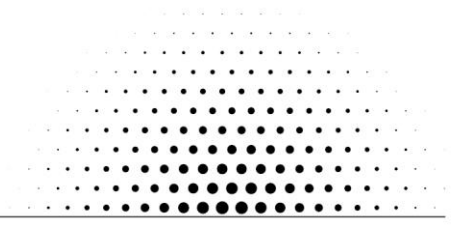
Physical distancing measures mean that people from separate households must be more than 1.5 metres from each other. In addition, a minimum space of 2 metres x 2 metres is required for every person in any room they access.

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 members should be managed so that people will not physically brush past each other in this space.

Rooms in the building and the maximum number of people allowed (subject to current restriction limits on total numbers):

Room Name	Size (width X depth)	Max people (width x depth/2)
John Taylor Room		Max 40 people

Signs will be placed into any room where the maximum occupancy is less than the maximum allowed into the entire facility to advise that people are to wait until the room is vacated.



3.3 Cleanliness

Cleaning arrangements for the building are to be documented.

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

For this building, at the end of every session any equipment and all tables and chairs used by the members need to be cleaned by the meeting organiser using soap and water with washable or disposable cloths. Spray and wipe is also satisfactory for cleaning.

Chairs with soft covers will, where possible, not be used as these are difficult to wipe down.

Council clean as per schedule arranged with the Contracts Management Coordinator at Mitchell Shire Council. This this has been communicated to each building manager.

3.4 COVID-19 Infection

If a member is diagnosed with COVID-19, the following process will apply:

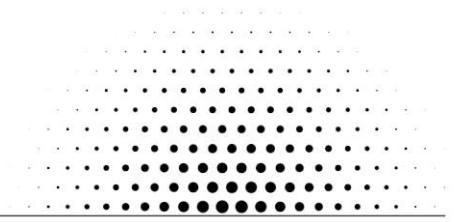
- > Notify members who may have had contact with the person per DHHS guidance
- > Ensure the privacy of the individual is maintained
- > Seek assistance from Council contact
- > Inform Council to arrange a deep clean of the building

3.6 Breach of the policy

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

3.7 Legal Sources of policy

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



Appendix 1 – Checklist (to be completed for each session and retained by user group)

Before activity

- Date and time of activity _____
- Activity type _____
- Rooms used (e.g. hall and kitchen) _____
- Responsible person name (must be present throughout activity)

The following available:

- Advice on COVID-19 available to everyone –
e.g. www.dhhs.vic.gov.au/staying-safe-covid-19
- Specific vulnerabilities determined and vulnerable group members encouraged to participate in other ways or to make arrangements with organisers for any special requirements to facilitate attendance
- Room sizes and number of people in each room signed
- Places where it will be difficult to maintain 1.5m spacing identified
- Signs for 1.5m and COVID-19 displayed
- Attendance sheet available and completed by all people entering facility
- Consideration for leaving doors open to allow access through doors without touching
- Advised patrons to hand wash/ hand sanitise as soon as they enter the building (consider leaving the outer toilet door propped open to avoid touching)
- Soap and water or disinfectant spray and disposable cloth (e.g. paper towel) available to clean surfaces touched
- Gloves available

Other risks to be managed (please list, use reverse of sheet if more space required)

During activity

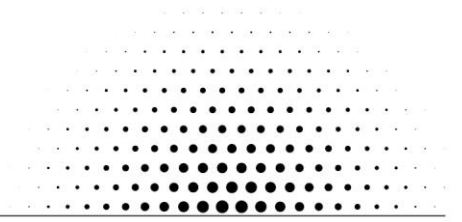
- Encourage participants not to bring belongings into centre (less to contaminate and clean)
- All attendees have been asked if they are unwell or have a temperature
- All attendees have been asked to wash their hands upon entry
- All attendees have provided their contact information on attendance sheet
- All attendees have been informed about safe distancing (1.5m)
- All attendee have been advised of other risks to be managed (please see list, use reverse of sheet if more space required)

After activity

- All items used (including tables and chairs) washed with soap and water or sprayed and wiped with a disinfectant. This is the responsibility of the meeting organiser
- This form and the attendance sheet completed and stored in a centralised location (e.g. office) – to be made available upon request

MITCHELL SHIRE COUNCIL.

COVID-19 Community Facility Safe Plan



Plan completed by:

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