

Alpine Shire Council Facilities

COVID-19 SAFE PLAN

Contact





Alpine Shire Council






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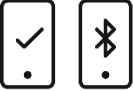
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Purpose	
This document describes the procedures that have been put in place to protect the health and safety of Council's staff and customers in managing the risk of the spread of COVID-19.	
Scope	
The following information applies to all hirers/user groups and users of Alpine Shire Council Facilities.	
Background	
Coronavirus (COVID-19), is a worldwide Pandemic that forced a shutdown of certain Alpine Shire Council Facilities with isolation of all employees and Facility users from 23 March 2020. At the easing of the lockdown and opening of the facilities, new procedures have been put in place to manage the risk of the spread of COVID-19.	
Access	
1 person per 2 sqm permitted.	
Hand Sanitising	
<p>Sanitise hands</p> 	<p>Hand sanitiser (> 70% alcohol) must be supplied by each hirer/user group.</p> <p>All users of the Facility must sanitise at the time of entry to the Facility and regularly throughout the time they are in attendance at the Facility.</p>
Physical Distancing	
<p>Physical Distancing</p> 	<p>All users must maintain a minimum distance of 1.5m between themselves and other users at all times. Both inside and outside the Facility.</p>
<p>Density Capacity</p> 	<p>The density capacity for each Facility has been calculated and is displayed at the entrance.</p>
<p>Manage quota</p> 	<p>It is the responsibility of the hirer/user group to monitor and manage the number of people in the Facility at any one time.</p> <p>If the Facility is at capacity, the hirer/user group must not permit additional people into the Facility.</p>

Face Masks	
<p>Mask</p> 	<p>Face masks must be carried at all times.</p> <p>Please wear a face mask when 1.5m physical distancing cannot be maintained outdoors (unless a lawful exemption applies).</p>
Cleaning	
<p>Clean surfaces and equipment</p> 	<p>It is the responsibility of the hirer/user group to clean and disinfect all equipment and high touch surfaces including:</p> <ul style="list-style-type: none"> • Tables • Chairs • TV/AV remote controls (do not spray remote directly - spray disinfectant onto paper towel and wipe remote) • Door, drawer and cupboard handles/pulls • Light switches (do not spray switches directly - spray disinfectant onto paper towel and wipe switch) • Any other shared equipment <p>Paper towel and disinfectant is supplied at each venue.</p>
Kitchen Use	
	<p>Remove Clutter, food and waste prior to cleaning to allow effective cleaning to take place.</p> <p>Use disinfectant to clean frequently touched surfaces including bench space.</p> <p>Put all cutlery, plates etc through the dishwasher</p>
Amenities	
<p>Toilets</p> 	<p>Facility toilets are Open.</p>
<p>Kitchens</p>	<p>Facility kitchens are Open.</p>
Collection of Contact Details	
	<p>It is a requirement of the State Government that the name and contact details of all users of the facility be recorded for contact tracing purposes.</p> <p>A QR Code will be displayed at the entrance to each facility. It is a condition of entry that anyone entering the building checks in using the QR code.</p>
User Hygiene	
<p>Wash hands</p> 	<p>All users are encouraged to wash their hands often with soap and running water for at least 20 seconds and dry with paper towel or hand dryer while in attendance at the Facility.</p>

User Hygiene	
<p>Sanitise</p> 	<p>All users are encouraged to use the hand sanitiser (> 70% alcohol) after washing their hands or when they cannot wash their hands regularly.</p>
<p>Cover coughs</p> 	<p>All users are encouraged to cover their mouth and nose when they cough and/or sneeze with a tissue that is put in a bin straight after use; or with their bent elbow. All users should avoid touching their eyes, nose and mouth.</p>
User Health	
<p>User health</p> 	<p>If any user feels unwell, even with minor symptoms, they must not be permitted entry to the Facility.</p> <p>It is the responsibility of the hirer/user group to manage this.</p>
What to do if there is suspected or confirmed case of COVID19	
	<p>In the event that it is suspected or confirmed that a user has COVID19, it is the responsibility of the hirer/user group to:</p> <ul style="list-style-type: none"> • Isolate the user from other people • Ensure user is wearing a face mask • Minimise user contact with equipment and contact surfaces • Contact the Alpine Shire Council Facility Officer on Mobile: 0437 896 229 immediately.
COVID Safe App	
	<p>All hirers/user groups and users are encouraged to download the COVID SAFE App on to a mobile device.</p>
References	
<p>For updates on the current situation: Victorian Department of Health and Human Services https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19</p>	