City of GLEN EIRA

GLEN EIRA CITY COUNCIL

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GUIDING OUR COMMUNITY GROUPS ON HOW TO BE COVID SAFE

PLANNING I SUPPORTING I COMMUNITY I SAFETY

Guidance for community groups to be COVID safe

This guide has been developed to assist community groups who use Council facilities to be COVID safe.

All community groups using Council facilities, are required to develop and implement a *COVID-19 Safe Plan*. This guide includes a *Safe Plan* template for you to use and should be completed prior to starting any community activities and be available to volunteers and members during activities.

The *COVID-19 Safe Plan* sets out six essential focus areas to help your community group safely restart activities as COVID-19 restrictions ease.

All community groups are encouraged to stay informed by visiting the Coronavirus (COVID-19) Victoria website https://www.coronavirus.vic.gov.au for advice on current restrictions, how to stay safe and the latest updates.

Remember, you don't need to rush — it is best to develop your plan at a pace that supports the safety and needs of your group.

Focus area one: keeping up-to-date

This focus area will help your community group stay informed of government directives and official COVID-19 information as the situation evolves and changes.

Your COVID-19 Safe Plan should:

- Identify a person who will be the key communication point and authority on COVID-19 information for your community group.

- Identify a person to be the check-in marshall to assist with QR codes and proof of vaccination requirements.

- Explain how your community group will stay informed about the latest information available from State and Federal Governments regarding COVID-19 restrictions.

This can be done by:

- Regularly visiting the Coronavirus (COVID-19) Victoria website https://www.coronavirus.vic.gov.au

- Subscribing to relevant government apps, including the Service Victoria App https://service.vic.gov.au/check-in/ and https://www.coronavirus.vic.gov.au/checking-in-qr-codes

- Complying with mandatory vaccination requirements for community facilities. Remember, all attendees must be fully vaccinated to attend a community facility.

- Following all Directions issued by the Victorian Chief Health Officer. Information can be found at https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer

Focus area two: communicating to your members

This focus area will help your members to stay safe and prevent the spread of COVID-19 while attending your activities.

Your COVID-19 Safe Plan should:

- Tell us how you will communicate your *COVID-19 Safe Plan* to your members and volunteers so they know how what to do when your activities recommence.

- Outline how you will communicate current government restrictions and directives, health and hygiene measures; and physical distancing requirements to your members and volunteers.

This could be done verbally, electronically, through social media and/or printed newsletters.

You will also need to distribute these guidelines to your members and volunteers and ensure that they are familiar with your organisation's *COVID-19 Safe Plan.*

Please note: Council will have a variety of posters and signs displayed throughout its facilities to assist your community group to follow good infection control, hygiene, mandatory vaccination requirements and safety measures.

Focus area three: if someone is feeling unwell or has been exposed to COVID-19

This focus area is about preventing unwell members and volunteers or those who have recently been exposed to COVID-19, from potentially spreading the virus to other members.

Your COVID-19 Safe Plan should:

- Ensure unwell members and volunteers with even the mildest symptoms of COVID-19 do not attend events or activities and get tested.

- Ensure members and volunteers who have recently been exposed to COVID-19 are following the state government public health requirements and advice.

What members and volunteers can do to stay safe:

- Encourage members and volunteers who are unwell to seek further advice (by calling the 24-hour coronavirus hotline 1800 675 398, or contacting their doctor).

- Encourage members and volunteers with symptoms of COVID-19 to be tested.
- For exposure site information visit https://www.coronavirus.vic.gov.au/case-alerts-public-exposure-sites
- For information on what to do if you are a close contact visit https://www.coronavirus.vic.gov.au/what-do-if-you-are-close-contact

Focus area four: personal hygiene and cleaning

This focus area is about good personal hygiene practises and cleaning standards.

Your COVID-19 Safe Plan should:

- Ensure that everyone is practising social distancing — It is recommended that people maintain at least 1.5 metres apart from other people. Signage of the maximum number of people will be displayed in each space.
- Ensure that your community group is wiping down frequently touched surfaces hourly, including tables, bench tops, taps, sinks, fridge, cupboard handles, microwaves, kettle, light switches, sinks and door handles.
- Every community group member and volunteer must comply with current face mask requirements in accordance with Victorian Chief Health Officer Directives. This information can be found at https://www.coronavirus.vic.gov.au/face-masks
- Ensure your members and volunteers are cleaning and disinfecting all personal items brought into the facility ie. mobile phones.
- Ensuring appropriate detergents and disinfecting products are available to members and volunteers to effectively clean and sanitise all surfaces.

This can be done by:

- Establishing new processes and schedules for regular cleaning and disinfecting. Refer to the attached Cleaning Schedule to assist you.
- Making sure adequate hand sanitiser is available at entry and exit points, and within your activity spaces.
- Frequently reminding members and volunteers to follow good personal hygiene practises and social distancing.

- Reminding people to cover coughs and sneezes and dispose of tissues hygienically.
- Reminding people to avoid touching their eyes, nose and mouth.

For further information on cleaning and hygiene visit: https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-anddisinfection

Focus area five: changing activities and programs to be COVID-19 safe

This focus area is about how you will control participation rates and ensure activities and programs are designed to prevent the spread of COVID-19.

Your COVID-19 Safe Plan should:

- Describe how you will manage your attendance in line with the current Victorian restriction levels. The most up to date restriction information can be found at https://www.coronavirus.vic.gov.au
- Describe how you will ensure attendees have checked-in to the facility, and are fully vaccinated. Refer to the Visitor Attendance Register Template located at the back of this document, for those attendees who are unable to check-in using a smart phone or device.
- Address how activities and programs will be redesigned to ensure your community group is COVID safe.

This can be done by:

- Ensuring all attendees check-in via the Service Victoria QR Code, and providing the Visitor Attendance Register for those unable to scan the QR Code.
- Ensuring chairs, furniture and equipment are set out 1.5 metres apart to minimise close physical contact.
- Consider outdoor activities where practicable.
- Introducing a booking system or run smaller group sessions where you can.

Focus area six: compliance and review of your COVID-19 Safe Plan

This focus area is about ensuring compliance and reviewing your plan to maintain ongoing safety against the transmission of COVID-19.

Your COVID-19 Safe Plan should:

- Show us how you will manage and respond to member and volunteers that do not follow your *COVID-19 Safe Plan*.

- Identify who is responsible for dealing with members and volunteers that do not follow your *COVID-19 Safe Plan*.
- Identify how you will ensure your *COVID-19 Safe Plan* remains up-to-date with current restrictions.

COVID-19 Safe Plan

Developing a *COVID-19 Safe Plan* is essential for all community groups before restarting activities. Please complete all sections of this plan prior to submitting it to Council.

Organisation details

Community group name	
Contact person	
Phone number	
Type of group	
ABN	
Address	

Outline your COVID-19 Safe Plan under the following focus areas:

1. Keeping up-to-date

Provide name of nominated person responsible as the key communication point for COVID-19 information for your group. Describe how they will stay informed about the latest advice on restrictions and how to stay safe.

2. Check-in marshall

Provide name of nominated check-in marshall to assist with QR codes and proof of vaccination requirements. Describe how they will stay informed of QR Code and proof of vaccination requirements

3. Communicating to your members and volunteers

Describe how you will communicate your *COVID-19 Safe Plan* to all members and volunteers?
How will you co-ordinate and communicate any future changes to restrictions in your *COVID-19 Safe Plan* to your members and volunteers?

4. If someone is feeling unwell or has recently been exposed to COVID-19.

What have you put in place to remind attendees about COVID-19 exposure requirements, before attending events? Eg. Have they been to an exposure site or had close contact with COVID-19 person?
What have you put in place to exclude patrons who present with symptoms consistent with COVID-19 (eg.: fever; chills or sweats; cough; sore throat; shortness of breath; runny nose; loss of sense of smell)?

5. Personal hygiene and cleaning

What measures will you introduce to ensure patrons are maintaining good personal hygiene practises and how will this be communicated to your members and volunteers?

What cleaning practises will you implement to ensure frequently touched surfaces and equipment are regularly cleaned to minimise transmission of COVID-19?

6. Changing activities and programs to be COVID-19 safe

How will you ensure you meet current restrictions concerning current restrictions and directives concerning vaccination and the number of members/volunteers that attend an activity? What evidence will you ask for to ensure attendees are fully vaccinated? Will you take bookings? How will you encourage physical distancing? What will you apply to ensure attendees check-in and are showing proof of vaccination upon arrival?

How will you change your activities or program to help prevent the spread of COVID-19?

7. Compliance and review of your COVID-19 Safe Plan

What are your strategies to ensure your members and volunteers are following your clubs *COVID-19 Safe Plan*? What action will you take if members/volunteers do not follow this? Who will be responsible to implement non-compliance measures?
Describe your *COVID-19 Safe Plan* review process to ensure it is always kept up-to-date with current Victorian restrictions.

COVID-19 Safe Checklist

Before coming back

☐ Ensure your members and volunteers have been sent a copy of your *COVID-19 Safe Plan*.

☐ Utilise the Victorian Government QR Code to check-in. In the case that an attendee is not able to electronically check-in, complete a paper form attendance register for recording.

☐ Encourage members/volunteers who are unwell not to attend activities and be tested for coronavirus (COVID-19).

☐ Encourage all patrons to download the Service Victoria App prior to attending activities.

☐ Ensure members/volunteers know who to speak to should they become unwell or notice another member with symptoms of coronavirus (COVID-19).

☐ Advise all members of your group that in order to attend a community facility, you must be fully vaccinated.

When you are back

☐ Ensure the venue is set up to support physical distancing.

☐ Place hand sanitiser (70 per cent alcohol-based) at entry and exit points so that members/volunteers can use it when arriving and leaving.

☐ Every community group member and volunteer must comply with current face mask requirements in accordance with Victorian Chief Health Officer Directives. This information can be found at https://www.coronavirus.vic.gov.au/face-masks

☐ Ensure appropriate detergents and disinfectant products are available to all members/volunteers to effectively clean and disinfectant all surfaces.

☐ Wipe down all frequently touched surfaces and objects frequently eg. tables, chairs, door handles, hand rails etc.

☐ Disinfect any shared equipment between each use. Equipment that cannot be effectively disinfected should not be used.

☐ Consider what additional accessibility requirements should be implemented to ensure people of all abilities can access your venue and events safely and that physical distancing measures recognise the needs of people of all abilities.

☐ Organise staffing of entrances to ensure to ensure everyone has checked-in via the QR code, that all attendees are fully vaccinated, and patron numbers are not exceeded.

COVID-19 Cleaning Schedule Template

A Cleaning Schedule is an easy and effective way of demonstrating all surfaces in a space are cleaned effectively. The schedule can be used to specify high touch surfaces for the specific service area. It is the 'how to' and 'how often'.

Community Groups are to create their Cleaning Schedule using this template. Examples have been included to assist you in completing the document.

The importance of cleaning and disinfection

Disinfectants may be inactivated by the presence of organic matter therefore physical cleaning must be undertaken prior to the application of a chemical disinfectant.

- **Cleaning** refers to the mechanical action, using a detergent and warm water to remove dirt.

- **Disinfection** is the use of chemicals to kill germs. It is important to remember to **clean** with detergent **before** a disinfectant is used.

2-in-1 products combine a detergent and Therapeutic Goods Administration listed hospital grade disinfectant product with activity against viruses. These may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Surface/equipment	How to clean	How often to clean	Responsible Person
Table surface Telephone including mobile	Clean the surface with paper towel to remove physical dirt, then wipe over surface with disinfectant wipe.	At least once daily	Community Group Leader
Kitchenette surfaces including fridge door handles, microwave doors, taps etc	Wipe the surface clean with a disinfectant wipe.	After each use	Community Group Leader

Bentleigh | Bentleigh East | Brighton East | Carnegie | Caulfield | Elsternwick | Gardenvale | Glen Huntly | McKinnon | Murrumbeena | Ormond | St Kilda East

Last updated: April 2021

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VISITOR ATTENDANCE REGISTER TEMPLATE

Record keeping is a crucial part of keeping Victorians safe and helping Victoria stay open. Fast and accurate contact information for anyone who has visited a COVID-19 public exposure site is vital to help contact tracers contain outbreaks quickly.

Every business must use the Victorian Government QR Code Service to check-in all attendees. This includes all contractors, customers, clients or visitors permitted at a Council facility. The Visitor Attendance Register should be used as a last resort where an attendee cannot use a smart phone or device to check in using the QR code.

If you have a fever, cough, sore throat, shortness of breath or cold and flu symptoms and/or have been in close contact with someone who is a confirmed case of COVID-19 DO NOT PROCEED INTO THE COUNCIL BUILDING.

Site/location: _____

Contact person: _____

Date	Name	Phone Number	Check-in time	Check-out time	Relationship with community group	Area(s) visited
e.g. DD/MM/YY	e.g. John	e.g. 1234 5678	e.g. 10am	e.g. 11am	e.g. visitor	

Last updated: November 2021

Resources to stay informed

DHHS Coronavirus Hotline	1800 675 398
WhatsApp messages	https://www.health.gov.au/resources/apps-and-tools/australian-government-whatsapp-channel-for-covid-19
Check In with QR Codes - Service Victoria App	https://www.coronavirus.vic.gov.au/checking-in-qr-codes https://service.vic.gov.au/check-in/
DHHS website	https://www.dhhs.vic.gov.au/coronavirus
Victorian Government Coronavirus (COVID-19) Victoria	https://www.coronavirus.vic.gov.au/

Information	Link	What it contains
Coronavirus (COVID-19) Victoria	https://www.coronavirus.vic.gov.au/	Everything you need to know about COVID-19 in Victoria.
Directions issued by the Victoria's Chief Health Officer	https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer	The State of Emergency provides the Chief Health Officer with additional powers to issue directions to help contain the spread of COVID-19 and keep Victorians safe.
COVID-19 Victorian case data	https://www.coronavirus.vic.gov.au/victorian-coronavirus-covid-19-data	A landing page for the latest state information about COVID-19.
COVID-19 electronic and print resources	https://www.coronavirus.vic.gov.au/signs-posters-and-templates	A collection of templates, questionnaires, signage and posters for the COVID-19 pandemic.
Preventing infection in the workplace	https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection	Provides advice on best practice for cleaning and disinfection.
Mental health resources	https://www.coronavirus.vic.gov.au/mental-health-resources-coronavirus-covid-19	DHHS information source about maintaining positive mental health.
Family violence and crisis response	https://www.coronavirus.vic.gov.au/family-violence-crisis-response-and-support-during-coronavirus	Tips and advice on where to access support.
Signs, posters, and templates for the workplace	https://www.coronavirus.vic.gov.au/signs-posters-and-templates	Assets to support your COVID Safe reopening.

Glen Eira City Council

www.gleneira.vic.gov.au

National Relay Service

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service and then ask for (03) 9524 3333.

Online: https://nrschat.nrscall.gov.au/nrs/internetrelay
Teletypewriter (TTY): 13 36 77
Speak and Listen: 1300 555 727

Social media

What's on in Glen Eira:
www.facebook.com/GlenEiraCityCouncil

@cityofgleneira:
www.instagram.com/cityofgleneira

Glen Eira arts, gallery and events:
www.facebook.com/gleneiraarts

Glen Eira Leisure:
www.facebook.com/GESAConline
www.instagram.com/gleneiraleisure
www.twitter.com/GESAConline

Glen Eira Libraries:
www.facebook.com/GlenEiraLibraries
www.instagram.com/gleneiralibraries

Glen Eira Maternal and Child Health:
www.facebook.com/GlenEiraMaternalandChildHealth

Glen Eira sustainable living:
www.facebook.com/sustainablelivinggleneira

Glen Eira Youth Services:
www.facebook.com/GlenEiraYouthServices
www.instagram.com/gleneirayouthservices