



THE HERALDRY & SOCIETY OF CANBERRA INC

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COVID-19 Safety Plan – Education Room

Policy number	WPHS 3	Version	2021/2
Drafted by	Cheryl Bollard	Approved by Council:	
Responsible person	Epidemic Officers	Scheduled review date	Nov 2021

The Education Room is available for use in accordance with the following COVID Safety Plan.

This plan has been developed in consultation with our members and volunteers and is designed to create and maintain a safe environment for all in the HAGSOC Education Room.

Wellbeing of members and participants	
Requirements	Actions
Exclude members and participants who are unwell.	Advise all members and participants who are unwell to stay at home.
Provide SIG/SUG Co-ordinators and Event Organisers with information and training on COVID-19 including when to get tested, physical distancing and cleaning.	Training sessions were conducted for SIG/SUG Co-ordinators and Event Organisers before they return to using the Education Room.
Display conditions of entry (website, social media and venue entry).	The conditions of entry will be displayed on our website, Facebook page and on the entry door.
Ensure COVID-19 Safety Plans are in place.	COVID-19 Safety Plan endorsed by Council and available on the website and in the Library.

Physical distancing

Requirements	Actions
Capacity must not exceed one person per 4 square metres	<p>The capacity for the Education Room is 10 people</p> <p>Signage will be placed at the entry to advise of room capacity.</p> <p>Members and Participants will be required to register to attend physical meetings and a limited number of places will be available.</p>
Remove or move seating and tables as required to comply with physical distancing.	A maximum of 10 chairs should be put out for any meeting.
Ensure no more than 10 visitors are at any group activity.	Under current restrictions, the Education Room is limited to 10 people.
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	Appropriate signage will be displayed.
Where reasonably practical, ensure volunteers maintain 1.5 metres physical distancing at all times (including in the kitchen).	Information provided to SIG/SUG Co-ordinators and Event Organisers during induction training and participants should be reminded at the start of every meeting/event.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<p>Members and participants will be asked not to gather in the hallway.</p> <p>Refreshments will not be provided for members and participants</p>
Use of face masks	<p>The use of facemasks indoors has been mandated by the ACT Government.</p> <p>FHACT will adhere to the ACT Government guidelines.</p> <p>A condition of entry into the FHACT Library and facilities is the wearing of a facemask, unless an ACT Government exemption has been granted</p>

Hygiene and cleaning

Requirements	Actions
Encourage volunteers and visitors to wash/sanitize their hands upon entry and exit of the Education Room.	<p>A Sanitizing station will be provided at the entry/exit of the Education Room.</p> <p>Signage will be displayed.</p>
Clean frequently touched areas and surfaces	Education Room users will need to wipe down tables, door handles and other equipment after the event, using the provided materials.

Volunteers to wear gloves when cleaning and to wash hands thoroughly before and after with soap and water.	Information provided to SIG/SUG Co-ordinators and Event Organisers during induction training. Gloves and soap provided in kitchen for volunteers.
Kitchen/Members area	The kitchen/members area has a limit of 4 people at any one time in the area, and no more than two at the table. Anyone using the area is responsible for its sanitizing and cleaning. The communal cups, cutlery and plates may not be used. Nothing is to be left in the fridge.

Record Keeping	
Requirements	Actions
Keep a record of name and contact details (a mobile number or email address) for all members and participants using the Education Room. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	Name, membership number and entry and exit time of all members using the Education Room will be recorded and securely kept for at least 28 days. The membership database will be used to identify email and phone details if required. Name, mobile number or email and entry and exit time of any non-member users will be recorded and securely kept for at least 28 days. All members should bring their own pen/pencil with them.
Make volunteers and members aware of the COVIDSafe app and its benefits to support contact tracing if required.	Use of the COVIDSafe app will be promoted to members and participants through the newsletters and social media.
Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace.	We will cooperate with ACT Health if contacted.
Make volunteers and members aware of the Check-in Canberra app and its benefits to support contact tracing if required	All members must use the Check-in Canberra App when visiting the Cook Community Hub or attending other FFACT endorsed activities. Check-in Canberra QR posters will be displayed for member check-in

Options

Area	Actions
Face to Face meetings with or without Zoom Room facility.	<p>Face-to-face events for SIG/SUGS limited to 10people (including the organiser and presenter) may take place in the Education Room. A combination of physical and virtual meeting can be conducted using the HAGSOC Zoom room facility</p> <p>All events are booked via the website.</p> <p>The meeting organiser is responsible for ensuring only booked participants enter the Education Room and no additional participants join the meeting</p>
Library	The Library should not be used outside of normal operating hours except by authorized users.