



THE HERALDRY & SOCIETY OF CANBERRA INC

PO Box 152, Jamison Centre, ACT, 2614
secretary@familyhistoryact.org.au

Tel: 02 6251 7004

Quick Guide: COVIDSAFE Use of the Education Room - Oct 2021

The plan below was developed as a result of the consultation with members and volunteers. A full copy of the HAGSOC COVIDSafe Plan – Education Room is available on the website or from the Secretary.

1. If you are feeling unwell, do not come to the Education Room. You must wear a mask at all times.
2. **Booking a meeting:**
 - a. Physical meeting is limited to 10 people including the coordinator, and presenters.
 - b. Meetings should be created on the website. Ensure roomhire@familyhistoryact.org.au and secretary@familyhistoryact.org.au are advised of the details. See the Group Convenor guides for more details.
 - c.

Type of meeting	Max no of people
Physical only	10
Zoom Only	100
Hybrid zoom and physical	10 physical plus 100 on line

- d. Members should book via the website.
 - e. Registrations can be viewed via the website
3. **Conducting a meeting**
 - a. Only pre-registered people will be allowed to attend the meeting in the Education Room
 - b. Once the room limit of 10 has been reached, no additional people can enter the room.
4. **Personal protection:** A sanitization station is available for set up just inside the door of Education Room. **This should be put in place at the beginning of each event and placed back into the kitchen after use.**
5. **Tracking Users:** All Education Room users must register in and out of the room. To minimize the number of people writing in the book, one person should record the details in the book. For non-members we also need their phone number/email. Attendees should also check in via the Check-in Canberra app.

6. **Personal equipment:** It is recommended that you bring any personal stationery items including whiteboard markers with you. The communal cups, plates or eating utensils may not be used and the provision of shared refreshments is strongly discouraged.
7. **Physical distancing:** Please ensure chairs are placed 1.5m apart. Please ensure members observe appropriate social distancing at all times.
8. **Operating the Zoom room: Please see the separate guide for instructions**
9. **Library:** The library should not be used outside of Library opening hours except by authorized users.
10. **Member's area:** The member kitchen area is limited to 4 people at any one time and only two at the table. The tea and coffee are still available but there is no milk. The communal cups, plates, cutlery and glasses should not be used, and nothing should be left in the fridge. It is the user's responsibility to keep this area clean.
11. **End of event cleaning:** At the end of the event, using gloves and disinfectant wipes, wipe down the tables, other items that have been touched and the door handles. Return the cleaning supplies and sanitizing station to the members area. When items get low, please call Cheryl 0407 008 626.