

COVID-19 Safety Plan – Education Room

Policy number	WHS03	Version	2022/1
Drafted by	Cheryl Bollard	Approved by Council:	
Responsible persons	Epidemic Officers	Scheduled review date	March 2022

The Education Room is available for use in line with the following COVID Safety Plan. Family History ACT will act in accordance with the most recent ACT Government Public Health Directions applying to COVID-19. Details of these directions can be found on the ACT Government COVID website.

<https://www.covid19.act.gov.au/restrictions/current-restrictions>. Family History ACT's Co-COVID Officers will monitor the Government's directions and provide a schedule of the directions as they apply to Family History ACT.

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 Family History ACT Education Room. People can also implement their own risk management measures depending on their circumstances.

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 Group Coordinators and Event Organisers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Training sessions have been conducted for Group Coordinators and Event Organisers
Display conditions of entry (website, social media and venue entry).	The conditions of entry are 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.
Encourage the use of masks as per ACT Government guidelines	<p>Family History ACT will follow the current ACT Government guidelines on the wearing of face masks.</p> <p>Wearing a face mask is a simple and practical way to minimise transmission of the virus. We encourage members to continue wearing face masks indoors in crowded settings or when physical distancing from people not known to them may not be possible.</p>

Physical distancing

Requirements	Actions
Capacity must not exceed one person per 2 square metres if the Check-in Canberra app is utilised.	<p>Family History ACT will adhere to the current ACT Government capacity requirements for Community Centres and Facilities.</p> <p>Signage will be placed at the entry to advise of room capacity.</p> <p>Members and Participants will be required to register via the Family History ACT website to attend physical meetings and a limited number of places will be available.</p> <p>The meeting organiser is responsible for ensuring only booked participants enter the Education Room and no additional participants join the meeting.</p>
Remove or move seating and tables as required to comply with physical distancing.	Chairs and tables will be placed in accordance with current capacity limits.
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 Group Coordinators 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.	Members and participants will be asked not to gather in the hallway.
Adopt COVID-Safe Catering guidelines	<p>Groups planning to have food and drink should ensure they comply with current COVID- safe catering guidelines.</p> <p>COVID safe catering guidelines means there can be no self-serve buffets, communal snacks, or communal condiments. Single serve individually wrapped food options rather than large, shared platters are acceptable. If this is not possible, then a nominated individual (with appropriate PPE) will be required to serve.</p> <p>Family History ACT discourages the use of our cups, glasses, or water jugs at functions to minimise contact and the risk of</p>

	contamination and encourages participants to bring their own.
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Hygiene, Ventilation and cleaning	
Requirements	Actions
Encourage volunteers and visitors to wash/sanitise their hands upon entry and exit of the Education Room.	A Sanitising station will be provided at the entry/exit of the Education Room. Signage will be displayed.
Increase fresh air circulation to the Education Room.	Windows and doors should be opened during operating hours when circumstances allow.
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 Group Coordinators and Event Organisers during induction training. Gloves and soap are provided in the 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 sanitising and cleaning the room. The communal cups, cutlery and plates should 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.
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	<p>All members must use the Check-in Canberra App when visiting the Cook Community Hub or attending other Family History ACT endorsed activities.</p> <p>Check-in Canberra QR posters will be displayed for member check-in</p>