

COVID-19 Safety Plan – Education Room

Policy number	WHS03	Version	March 2022
Drafted by	Cheryl Bollard	Approved by Council:	23 March 2022
Responsible persons	Co-Epidemic Officers	Scheduled review date	March 2023

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.

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-Epidemic Officers will monitor the Government's directions and provide a schedule of the directions as they apply to Family History ACT (WHS05).

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 current ACT Government capacity requirements	<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 should register via the Family History ACT website to attend physical meetings as a limited number of places are available.</p> <p>The meeting organiser is responsible for ensuring the capacity limits are not exceeded.</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.	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 limiting communal snacks or condiments. Single serve individually wrapped food options rather than large, shared platters are preferable. If this is not possible, then a nominated individual (with appropriate PPE) will be required to serve.</p>

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. Additional measures that can be taken to improve ventilation include placing a fan facing towards an open window and limiting fan oscillation. More guidance on ventilation can be found at https://www.covid19.act.gov.au/stay-safe-and-healthy/covid-19-guidance-on-ventilation
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 6 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. Nothing is to be left in the fridge.

Record Keeping

Requirements	Actions
If required by the ACT Health Guidelines, keep a record of name and a mobile number or email address for all volunteers and Library users for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	Current ACT Health requirements will be adhered to.

<p>Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace.</p>	<p>We will cooperate with ACT Health if contacted.</p>
<p>Make volunteers and members aware of the Check-in Canberra app and its benefits to support contact tracing if required</p>	<p>FHACT will adhere to current ACT Government check-in requirements.</p> <p>The Check-in Canberra App is available for members to check-in when visiting the Cook Community Hub or other Family History ACT endorsed activities.</p> <p>Check-in Canberra QR posters will be displayed for member check-in</p>