

## COVID-19 Pandemic Conditions of Use

### Hirers COVID-19 Induction – Checklist

The following information forms part of the Conditions of Use for the Port Kembla Community Centre - Community Facilities. Non-compliance by a hirer will be deemed a breach of the Conditions of Hire and may result in the immediate suspension or cancellation of use.

- Hirer is responsible to ensure access to the Community Centre is not provided to anyone:**
  - with symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell);
  - waiting results of a COVID-19 test;
  - who has been in contact with any known or suspected cases of COVID-19 in the past 14 days; and
  - who has returned or been in contact with anyone else who has returned, from overseas in the past 14 days.
  
- When arriving at Centre all hirers are to use their own group hand sanitiser.**

#### Use of Centre

- Hirer to stay on site for the duration of the function and is totally responsible for ensuring compliance with all conditions of hire.
- Hirers will provide hand sanitiser for participants and participants are encouraged to bring their own to use and apply upon entering the building.
- Hirers and their participants must follow good hygiene practises (coughing into elbow, handwashing for at least 20 seconds and drying) and regular cleaning of commonly touched surfaces and equipment throughout their time in the community facility.
- The hirer and their participants will practise physical distancing of 1.5 metres while at the premises.
- Participants are to wait outside the building, maintaining physical distancing, in designated area, for the hirer to let them in and take them into the room.
- All activities, such as collection of fees, providing information etc, must be undertaken within the hired space and must not be undertaken in common areas such as foyers.
- The hirer and participants are not to gather inside the building in common areas.
- The hirer and participants are not to gather outside the building, during or after the activity.
- Hirers and their participants will not exceed revised room capacities.
- Hirer must keep a record of participants related to their booking, and any contractors engaged by the Hirer who attend the premises – name and contact details either mobile number or email address. The information is being collected to assist in the management of the pandemic. If requested, this information must be provided to public health officers. The information should be securely stored, not used for any other purpose and deleted/destroyed after 56 days.
- Hirer must immediately notify Tina the booking officer at Our Community Project should they, or any participant, contractor or attendee, contract COVID-19 after the booking.
- Children must always be supervised by responsible adult. Children are not to play in the foyer area.

**Furniture/Equipment**

- Furniture will be set-up by Hirers to comply with revised room capacities. Limited number in hall to 25 participants.
- Hirers are not to move the furniture or bring any additional furniture into the room unless approved by staff.
- All AV equipment used must be wiped down by hirer, before and after use.
- Hirers must be proficient in the use of provided equipment. No staff assistance will be available in relation to the use of AV equipment.

**Kitchenettes/Kitchens**

- Will not be available for use at this time. There is no access to any cutlery, crockery or cooking facilities.
- An urn is available in the room for hirers to utilise, BYO crockery/cutlery or provide your own environmentally friendly disposable alternative; no items are to be shared.
- Any food or drink hirers or their participants bring onto the premises are not to be shared.
- Any food provided by Caterer’s must be decanted, and delivery trays must be immediately removed from site

**Toilet Facilities**

- The hirer will ensure no more than two participants utilise toilet facilities at any one time during the approved booking.
- 1 person only in accessible toilet (unless assistance is required).
- Maintain physical distancing rules at all times.

**Cleaning**

- Hirers must provide and use 70% disinfectant spray and paper towel to clean after their use.
- The hirer will clean any frequently touched surfaces such as tabletops, chairs, door handles, light switches, desks etc
- Hirer to instruct participants to clean personal property that has been brought into the centre or shared between participants / hirers.
- If kitchen areas are made accessible for your use clean kitchen areas, taps, sinks, benches, handles, microwave, ovens, basins – Kitchen usage is not currently available
- Clean toilet amenities after use

**Office Enquires/Payments**

- If you require face to face contact, please contact the office Monday to Thursday 9am to 3pm.
- Payment should be by Online, per invoice.

I understand and agree to abide by all the conditions above, which form part of the Conditions of Use and General Information sent to me when the booking was made.

Name of Hirer: .....

Signature: ..... Date: .....

Centre Administration Officer: .....

Signature: ..... Date.....