

# Moreton Bay Regional Council

## Community Facilities COVID-19 Protocols

This document outlines how the Moreton Bay Regional Council community facilities will operate during the COVID-19 pandemic. These protocols may be updated as requirements change from Queensland Government.

### Goal of this document

- Keep all community facilities users and the wider community healthy by preventing the spread of COVID-19.
- Encourage a safe and respectful use of community facilities and good communication between all stakeholders.
- Complement the standard Terms & Conditions of Hire and health & Safety requirements.

### Our commitment

We are committed to working alongside you to prevent the spread of COVID-19.

We know that we're in this together – this means trusting others will keep us safe and that we'll do the same for them.

We recognise that we must work together to ensure the health, safety and wellbeing of everyone.

### Hirer commitment

Hirer will take responsibility to ensure that they follow the protocols set out to protect the health and safety of themselves and their group.

Users recognise that we must work together to ensure the health, safety and wellbeing of everyone. This means trusting other users will keep us safe and that we'll do the same for them.

It is a hirers responsibility to ensure that any additional requirements for their specific activity as detailed in the QLD public health direction are met.

Hirers must have an up to date Work Health and Safety (WHS) Plan in place, including strategies to manage COVID-19.

**On arrival to our community facilities users will ensure the following protocols are met:**

#### *Access requirements*

- You don't have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You don't have COVID-19 or are waiting for result of COVID-19 test
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned or been in contact with anyone else who has returned, from overseas in the past 14 days.

#### *Social distancing and gatherings numbers*

Physical distancing, sometimes known as "social distancing", is about keeping a safe distance from others and advice from Queensland Health is that staying 1.5 metres away from others is an effective measure.

All users are to apply physical distancing measures in place, set by the Queensland Health Directive, at the time of their booking. Those making the booking must ensure that the maximum number of people in their space is adhered to depending on size of room hired. Information regarding maximum room capacity can be found on Council website.

### **Personal hygiene**

Hirers must ensure participants use hand sanitiser or wash their hands with soap and running water before starting an activity in the facility, using warm water if available.

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 our building.

Hirers agree that they and their participants will not enter our buildings if they have symptoms of cold or flu.

### **Contact tracing**

The hirer is responsible for collecting a list of all participants related to their booking. This information must include: name, phone number, email address, and the date and time period of booking. The information is being collected to assist in the management of the pandemic. If requested, this information must be provided to Council or public health officers. Council will be conducting random checks on hirers to ensure this regulation is followed. The information should be securely stored, not used for any other purpose and deleted/destroyed after 56 days.

Moreton Bay Regional Council reserves the right to cancel any future bookings or restrict access to facilities if contract tracing protocols are not followed.

## **COVID-19 cleaning responsibilities**

Below are our shared responsibilities when it comes to cleaning the community facility in terms of a pandemic.

### **Moreton Bay Regional Council will:**

- Provide hand sanitiser
- Ensure soap and water is readily available and kept topped up
- Professionally clean facilities daily to standard levels of service

### **Hirers will:**

- Clean the venue at the end of the event
- Remove all rubbish
- Bring their own tea towels and dish soap
- Wipe down with disinfectant all chairs, tables, benches used
- Wipe with disinfectant all touch points
  - Doors/door handles, stairwell handrails
  - High-touch public surfaces such as, light switches, taps, sink edges, buttons
  - Kitchen areas, benches, handles, microwave, ovens, basins

Consider their environment and what is frequently used and touched by people. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning high touch areas.

## **Breach of conditions**

Any breach of the Pandemic Protocols may result in:

- Refusal to accept future bookings
- Extra charges being incurred