

## **EMDRC Property COVID - 19 Safe Plan – (Revised 3 February 2021)**

Council has confirmed access is permitted to the EMDRC Clubrooms 13A McCubbin St Burwood from Saturday 14 November 2020 subject to the following COVID Safe plan.

It is our responsibility to ensure members, participants and visitors adhere to the Victorian Governments directives outlined on the DHHS website.

The clubrooms can only be opened by a Club member who must remain the Person Responsible for the entire time the rooms are open. **If you open the rooms then you are responsible.**

The Person Responsible must ensure each of the following are closely adhered to as the EMDRC representative.

**Prior any event in the building, those attending should be asked whether or not they have visited any confirmed COVID hotspots, been recently COVID tested or experiencing any of the following symptoms: Fever, cough, tiredness, cold, sore throat, runny nose, shortness of breath or headache.**

Persons responding yes to any of above should be respectfully asked not to attend or enter the building.

### **Upon attendance -:**

#### **Density limits of one person per two square metres**

Upstairs – 60 persons

Downstairs, Meeting Room – 24 persons, Radio Shack – 15 persons.

### **Subject to -:**

#### **1. The two square metre rule -**

No patron caps with a density quotient of 1 per 2sqm, subject to use of electronic record keeping. **If not using electronic record keeping a density quotient of 1 per 4sqm applies.**

#### **2. Names of attendees are to be recorded on the Service Victoria – ‘Check-In Now QR Code’.**

To support contact tracing, responsible person must request that each person attending the premise use the ‘Check-In Now - QR Code’. If you do not have a mobile phone you can use the, Visitor and Patron Contacts Log, provided.

#### **3. Controls for physical distancing**

Floor areas of the clubrooms will be marked with tape indicating physical distancing per 2 sqm rule detailed above.

#### **4. Strict hygiene measures in place**

There is an attached guide to cleaning and disinfecting our clubrooms but in essence we need to have the following in place -:

### **Masks required**

Masks are mandatory in indoor spaces apart from when eating or drinking.  
If you are planning to leave your home – take a mask.

### **Prior to and post occupation**

Clean all frequently touched surfaces (including but not limited to all, tabletops, chairs, door handles, light switches, desks, toilets, taps and cupboard handles). Also, clean surfaces and fittings when visibly soiled and immediately after any spillage

### **At all times during occupation**

Maintain alcohol-based hand rub at points of entry to each area  
Ensure Bathrooms are stocked with soap and paper hand towel

## **5. Use of Kitchens**

Access to kitchens and other small rooms is now possible with a strict "one person at a time" rule and subject to -:

- It is recommended you bring your own plates, cups and utensils however, if you choose to use any shared facilities such as; fridge, sink, microwave, you must sanitize your hands before and after use. Eg, before and after opening refrigerator door.
- If you use any of the club plates, cups etc, the user must wash, dry and put away those items prior to departing the rooms.
- Kitchen benches are to be wiped down at the conclusion of every session. No kitchen items are to be left in or on the sink, desks or benches.

## **6. Use of BBQ**

The BBQ may be used outdoors subject to social distancing and sanitising activities.

The BBQ is to be operated by one or two nominated "Cooks".

- Cooks shall wear gloves at all times whilst working
- Cooks to present all food directly to the consumer including Meat, Bread, Sauce etc.

It is recommended you bring your own Plates, Cups, Cutlery, Drinks, Coffee, Tea and biscuits for your own consumption.

Food is not be shared

## **7. If we have a suspected or confirmed case of COVID-19 attending the clubrooms.**

Advise the Club Property Manager 0412 941695 who will contact the Recreation Services Officer, Olivea Sutton on 0407 519 501 (m) with a follow up email: [olivea.sutton@whitehorse.vic.gov.au](mailto:olivea.sutton@whitehorse.vic.gov.au)

This document will be reviewed upon further advice from Council and DHHS

**EMDRC Committee**