



CUMBERLAND  
CITY COUNCIL

## Community Centres/Halls COVID-19 Protocols

This document outlines how community centres and halls will operate during the COVID-19 pandemic. They aim to:

- 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; and
- Complement Council's standard Terms & Conditions of Hire and public health guidelines.

These protocols may be updated as requirements change from the NSW Government.

### Council's commitment

Council is committed to working alongside hirers to prevent the spread of COVID-19.

We recognise that we must all work together to ensure the health, safety and wellbeing of everyone. This means trusting others will keep us safe and that Council will do the same for them.

Council will manage the use and bookings of facilities in accordance with requirements as detailed by NSW Health. This includes but is not limited to;

- Managing capacity of hireable spaces to adhere to current Government requirements.
- Displaying public health posters and signage throughout the facility informing visitors about the risks of COVID-19 and the measures necessary to stop its spread.
- Floor markings and signage will in accordance with physical distancing measures.

### Hirer commitment

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

It is a hirers responsibility to ensure that any additional requirements for their specific activity as detailed by NSW Health are met. This includes but is not limited to;

- Managing capacity of hired spaces
- Maintaining participant records for contact tracing purposes
- Ensuring social distancing regulations are adhered to for group participants
- Ensuring hired spaces are cleaned before and after use
- Providing a COVID19 safety plan outlining measures to be taken when serving food (if applicable)

It is recommended that hirers have a COVID19 safety plan in place, including strategies to manage COVID-19. Resources and checklist are available from the Safe Work Australia website: [swa.gov.au/coronavirus](http://swa.gov.au/coronavirus)

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Welcome *Belong* Succeed

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

***Access requirements (excluding anyone who is unwell)***

- 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 results of a COVID-19 test;
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days; and
- You have not returned or been in contact with anyone else who has returned, from overseas in the past 14 days.

Information will be available on display about the location of local testing clinics.

***Social distancing and gatherings numbers***

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

All users are to apply physical distancing measures as set by NSW Health at the time of their booking.

Those making the booking must ensure that the maximum number of people (1 person per 4sqm) or less are in their space depending on the size of the room hired. Information regarding maximum room capacity can be found on site, visiting Council's website or contacting Council.

***Personal hygiene***

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

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.

Hirers agree that they and their participants will not enter community facilities if they have any associated symptoms.

***Contact tracing***

The hirer is responsible for keeping a record of the name and a mobile number or email address of all participants, staff, volunteers and visitors attending the facility during each hire period (and retain these records for a period of at least 28 days).

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.

Cumberland City Council reserves the right to cancel any future bookings or restrict access to facilities if contact tracing protocols are not followed.

## COVID-19 cleaning responsibilities

Below are Council and hirers' shared responsibilities when it comes to cleaning community facilities during the pandemic.

### Cumberland City Council will:

- Ensure soap and water is readily available and kept topped up
- Professionally clean facilities daily to standard levels of service
- Provide a cleaning kit to support cleaning by hirers before and after use.

### Hirers will:

- Clean the venue at the end of the event
- Remove all rubbish
- Bring their own tea towels, gloves and soap
- Wipe down with disinfectant all chairs, tables, benches used
- Wipe with disinfectant all 'touch points':
  - Clean doors/door handles, stairwell handrails
  - Clean kitchen areas, benches, handles, microwave, ovens, basins
  - Clean high-touch public surfaces such as light switches, taps, sink edges, buttons
  - 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 cleaning charges being incurred

## Declaration

I have read and understood the above and agree to abide by them in conjunction with Councils venue hire conditions. I understand that hiring the venue is at my own risk and I accept full responsibility and liability (whether in negligence or otherwise) for any breaches. I will ensure that my booking adheres to relevant COVID-19 government restrictions.

Booking Number:

Applicant Name:

Signature:

Date:

## Related Documents and Council Policy

*Community Facilities Terms & Conditions of Hire*