



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 the NSW Public Health Orders and restrictions. This includes but is not limited to;

- Managing capacity of hireable spaces to adhere to current restrictions.
- 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.
- Signage in accordance with physical distancing measures.
- Displaying NSW QR Codes for patrons to check into our facilities

### 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 Public Health order and restrictions and Cumberland City Council are met. This includes but is not limited to;

- Managing capacity of hired spaces
- Ensuring all participants check in via the locations Service NSW QR code for contact tracing purposes
- Ensuring social distancing regulations are adhered to for group participants
- Ensuring hired spaces are cleaned before and after use
- Providing Council your activities NSW Government COVID-19 safety plan. These plans are found on the NSW Government website: <https://www.nsw.gov.au/covid-19/covid-safe#industry>

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160

T 02 8757 9000 E [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au) W [cumberland.nsw.gov.au](http://cumberland.nsw.gov.au)

ABN 22 798 563 329

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 do not 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 have not been diagnosed with or awaiting COVID-19 test results;
- You have not been identified by NSW Health as a close or casual contact of a known COVID-19 case within the agreed period of self-isolation and testing period
- You have not returned from inter-state or overseas and attended council facilities within the agreed self-isolation period

***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 2sqm) 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***

All Council Community Centres and halls have been assigned a Service NSW QR code. They are located at all entry points and we request all patrons sign in on arrival. If for any reason a patron is unable to log their details using the QR code, the hirer must keep a record of the name, date/time they attended and a mobile number or email address for a period of 28 days. This information must be made available to NSW Health if required.

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

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
- Reporting non-compliance to the NSW Police

## 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*