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| COVIDSafe Plan |
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**Our COVIDSafe Plan**

Business name: Bacchus Marsh Public Hall

Site location: 207 Main Street, Bacchus Marsh

Contact person:

Contact person phone:

Date prepared: 8th December 2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** | |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | Hirers to supply and promote the use of hand sanitiser as a condition of hire and a condition of entry.  BMPH will supply and install signage in prominent locations, advising attendees use of hand sanitiser to be placed in prominent locations.  BMPH will ensure bathrooms are supplied with soap and the hand dryer is operational.  BMPH to supply both kitchen and kitchenette with hand soap.  BMPH will supply and install signage on how to wash hands properly in bathrooms, kitchen and kitchenette. |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | Open windows where practical/comfortable to enhance ventilation.  Adjust airflow / air conditioning to increase airflow where possible. Note, Evaporative coolers can be operated in fan only mode to move air through building. |
| Ensure all in attendance wear a face covering and/or required PPE, unless a lawful exception applies. | Hirers required to promote and enforce the use of masks inside the facility as a condition of hire and a condition of entry.  BMPH will supply and install signage indicating that masks are mandatory indoors and will be placed at all entrance points.  Existing exceptions to the requirement to wear a mask or face covering still apply. |
| Replace high-touch communal items with alternatives. | BMPH will supply door stops to allow doors to be kept open where possible/practical (hallways) to prevent excessive touching where practical and safe. |

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| **Cleaning** | |
| Increase environmental cleaning (including between changes of hirers), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | It is recommended that hirers wipe down common surfaces before and during their hire with appropriate sanitising products e.g. Surface sprays / wipes with a minimum of 70% alcohol which will be supplied by BMPH and available in the cleaner’s cupboard.  BM Public Hall Asset Committee to arrange COVID-19 clean after each hire and at the expense of the hirer |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Hirers to provide their own hand sanitiser.  Hirers to utilise Hall supplied cleaning products to end of hire clean.  BM Public Hall and Cleaners will supply products and labour for cleaning of hall in-between hires. |

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| **Physical distancing** | | |
| **Ensure physical distancing is possible and hirers are aware of requirements** | | Supply all hirers with information regarding the number of people allowed in the different areas of the hall  Bookings can not be taken that may exceed hall capacity  BMPH will supply and install signage in each room indicating the maximum number of people allowable under the 2 square meters per person rule in line with Digital Record Keeping requirements. |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **Record keeping** | | |
| **Establish a process to record the attendance of hirers and their attendees to the hall. This information will assist DHHS in identifying close contacts if required.** | | Hirers to promote and utilise the QR code registration system for attendees at their event / hire. Hirers are to keep a backup register of attendance in case of outage, recording the names and contact details of all visitors during the hire.  Hirers to return the physical attendance register to the Bookings Contractor at end of hire, whether utilised or not, to enable the return of security deposit. |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case** | |
| **Prepare or update your plan to consider the impacts of an outbreak and potential closure of the venue.** | All current and future hirers to be notified of closure while a potential outbreak is investigated.  Await advice from DHHS if facility is required to be closed.  BM Public Hall Asset Committee, Hall Keeper and Bookings Contractor notified of risk and to prevent them attending the Hall.  Moorabool Shire Council notified (if not already aware) of risk and to prevent trades people or Council Staff from attending the Hall  Cleaning staff notified of risk and to prevent their staff from attending the Hall until further notice. |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | Previous hirers are contacted and attendance records are requested to be supplied to the DHHS to assist any contact tracing.  DHHS will have access to the QR code system directly for any other attendance records. |
| **Prepare to assess whether the venue Prepare to undertake cleaning and disinfection at your business premises.** | Arrange for a full site clean & sterilisation. |

| **Max Hall Capacity** | |
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| **As per signage** | |
| **Maximum Capacity of each area / room (see floor plan over page)** | Foyer - 22 people  Main Hall - 180 people  Stage - 44 people  Supper Room - 60 people  Kitchen - 9 people  Male Toilets - 5 people  Female Toilets - 7 people |

