**COVID-19 SAFETY PLAN**

**Casual Hirer’s of Council owned and/or managed facilities**

Victorian Local Government Authorities have been advised that Groups holding a one off event on Council owned/managed facilities must have a plan in place for the hire of these premises.

Please complete this template and lodge it with your application. Hire applications will not be progressed until a Covid-19 Safety Plan has been received.

Following the completion of the COVID-19 Safety Plan, your nominated representative will receive written approval to use the facility as requested. Please note that permission to hire facilities may change depending on the Directives from the Victorian State Government and the Chief Health Officer. It is the responsibility of the organisers to maintain their awareness of current health Directives.

Please note all council owned and managed Facilities will have a QR code check in and a variety of Covid Safety signs in place.

If you have any questions or need assistance to complete the COVID-19 Safety Plan, please call Greg Keel on: 53 829 777

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| Name of Group/Event to happen |  |
| Contact Person |  |
| Contact Phone Number |  | Date |  |
| Email Contact |  |
| Address for correspondence  |  |
|  |  | Postcode |  |

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| **COVID-19 SAFETY PLAN – [Name of] GROUP/Name:** |
| **[NAME OF] FACILITY/VENUE:**  |
| **Precautions** | **Your Plan - Details** |
| 1. **Covid-19 Safety Officer (Your Group)**
* Who is your dedicated COVID-19 Safety Officer/s for your event?
* What are the names and mobile numbers of the Officers?
* Have the Safety Officers completed COVID-19 safety training?
* Who is responsible to maintain records of attendance and organisers for a minimum of 30 days?
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| 1. **Signing in to facility/Record keeping**
* Who is responsible to ensure sign in facilities are in place and maintaining these throughout the premises?
* What sign in facilities will you have in place; QR Code (Mandatory), Sign in Kiosk and or Manual sign in etc.? <https://www.coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service>
* Where possible are you limiting entry/ to one separate location each? (this will significantly help you manage your event)
* What is the process for attendees to declare if they are unwell and or may have Covid-19 symptoms, who will manage this?
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| 1. **Face Covering**
* How will you ensure that everyone will wear a face covering? (When required)
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| 1. **Physical Distancing**
* What signage is in place to remind people of distancing requirements?
* How will you ensure people maintain 1.5m between each person?
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| 1. **Indoor Density requirements**
* Are activities moved outside where and if possible?
* How will you restrict and manage numbers in the facility according to requirements (density limits)?
* COVID Check-in Marshals are a **MANATORY** requirement to manage your density limits and must be present at every separate entry point? (A marshal is different to the nominated Covid Safety Officer, The Covid Safety officer is the overall person responsible for implementing Covid requirements during an event and the Marshal just controls the capacity limits as per the Density limit requirements; In some circumstances it could be the same person) Please click the link for more information. <https://www.coronavirus.vic.gov.au/covid-check-in-marshals>
* How will you ensure that no more than the required number of people are permitted in the various facility areas – (when permitted)? (Kitchen, foyer, bar, kiosk etc.)
* Who is responsible for ensuring industry approved hospitality guidelines are being followed (if required)?
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| 1. **Communication**
* How are you communicating with your attendees?

This includes: maximum group sizes, sign in/out processes, frequent cleaning etc. * Who is responsible for ensuring your group is following the most recent health advice and getting changes implicated when and if required?
* Who is responsible to ensure relevant and up to date signage etc. is displayed in the correct areas; Mask wearing, social distancing room limits etc.? <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>
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| 1. **Cleaning**
* How are you ensuring equipment is cleaned before, during and after your event?
* What products are you using?
* Who is responsible for purchasing and managing the placement of hand sanitiser around the facility?
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**Victorian-wide measures to reduce the risk of transmission of coronavirus (COVID-19)**

The Victorian Chief Health Officer has advised:

The ongoing application of COVIDSafe principles is important for everyone in reducing the risk of transmission of coronavirus (COVID-19) and keeping Victoria safe.

These principles are

* Wearing a face mask, where and when required (Everyone must carry a face covering when they leave home unless they have a lawful reason for not doing so)
* Keeping at least 1.5 metres from everyone outside your household
* Prioritising outdoor activities
* Practising good hand hygiene
* Coughing or sneezing into a tissue or elbow
* Get tested and stay home, if unwell

**Statement of commitment to comply with regulations and directions:**

On behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Group if Applicable)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BLOCK LETTERS)

Provide a commitment that the proposed event will comply with the directions of the:

1. Victorian State Government (and)
2. Chief Health Officer (Vic)

Covid Safety Plan signed and completed the Person listed as the Hirer of the facility

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_`