



COVID-19 Facilities Reopening Information Pack



Contents

1. Introduction	3
2. Request to resume an activity/service/facility	3
3. Cardinia shire council requirements.....	3
4. Victorian department of health and human services guidelines.....	4
5. Setting up	4
6. Operating protocols.....	4
7. Hygiene protocols.....	5
8. High risk/vulnerable workers	6
9. Insurance.....	6
10. Confirmed case	6
11. Sporting league guidelines.....	6
12. Crown land committees – information and advice.....	7
13. Hall/room hire	7
14. What happens if these requirements are not met?	8

1. Introduction

The principles below will apply to all Cardinia Shire Council buildings and spaces that Council is responsible for and accessed by the community where staff may be present or not. This pack provides general information to assist with the resumption of services during the COVID-19 pandemic.

In order to protect our community, there are some requirements that need to be met to ensure each facility and program can operate safely. We understand the challenges our community groups, clubs and organisations are facing, and are committed to working with you to support your planning and recommencing activities.

2. Request to resume an activity/service/facility

Please review all the information detailed below and when you feel your service/activity/facility are ready to resume operations you are required to email your council contact and confirm:

- The date the activity/service/facility will be resuming;
- All documentation provided has been reviewed and understood;
- Compliance with the State Government restrictions will be met at all times.

3. Cardinia Shire Council requirements

- Services must operate within current State Government restrictions at all times
- All third party operators, contractors, users operating out of a council facility must hold and regularly review their COVIDSafe Plan to ensure it remains current. This plan may be requested by Council at any time.
- Services, activities and facilities that are directly owned and managed by Council or a community asset committee are to adhere to the guidelines set out in Cardinia Shire Councils COVIDSafe Plan
- Adherence to State Government restrictions with regard to [worker permits and authorised workers](#) must be adhered to at all times including [mandatory vaccination requirements](#)
- Victorian Government physical distancing, social gathering, hygiene and cleaning protocols in accordance with the Victorian government direction must be followed at all times
- Every facility must use the free Victorian Government QR Code Service to check-in customers, workers and visitors. Every visitor must check-in, no matter how long they are at the premises.
- Assign a [COVID Check-in marshal](#) who is responsible for monitoring entrances to ensure people check-in.
- Facilities are required to provide an alternative record keeping method for people that do not have a smartphone. This can be achieved using the Kiosk check-in service.
- Visitors to public spaces are not to exceed state government direction at any time
- Everyone attending a council facility is to wear a mask unless an exemption applies. Provide mask and adequate Personal Protective Equipment (PPE) to workers if they do not have their own.
- Entry into a council facility is not permitted under the following circumstances:
 - Person is displaying symptoms of COVID-19 (and cannot provide evidence of a negative test result).
 - Person is a confirmed case of COVID-19.
 - Person is a primary contact with a known/suspected case in the last 14 days.
 - Person has been directed to isolate by the Department of Health and Human Services.
 - Person is not adhering to current State Government restrictions.

4. Victorian Department of Health and Human Services guidelines

Organisations and employers who are responsible for a facility that is able to operate under restrictions should take actions now to reduce the risk of transmission of COVID-19.

The actions you should take to set up your facility to reduce the risk of COVID-19 transmission are:

- Ensure you have adequate hygiene and sanitation supplies throughout your facility including alcohol sanitisers, hand soap and cleaning equipment
- Provide and encourage the use of hand sanitisers on entering and whilst in buildings
- Establish clearly marked, one-way, separate entry and exit point to your facility where possible
- Ensure high standards of routine environmental cleaning
- Clean and disinfect high touch surfaces regularly, including desks and keyboards and clean between shifts
- Open windows, enhance airflow, adjust air conditioning
- Promote preventative actions amongst patrons, visitors and staff – lead by example
- Avoid indoor meetings and lunchrooms, instead use outdoor spaces where possible or online meetings
- Plan for increased levels of staff absences
- Plan for what to do if patrons, visitors or staff arrive sick to work

5. Setting Up

Before a service or facility can resume, we must ensure it is able to meet the physical distancing and hygiene requirements set out by the State Government. The following information provides guidance on how to set up the facility:

- Install signage on doors and entrances into rooms to indicate the maximum number of occupants permitted in each room at any one time
- Install 1.5 metre spacing reminders in areas where occupants may queue e.g. crosses on the floor
- Place seats in a room spaced at 1.5 metres apart, and ensuring occupants do not move the seats
- Ensure Victorian Government QR Code Service is displayed at all entrances.
- Place 1.5 metre spacing reminder signage on doors and entrances to, and within the facility
- Install physical barriers to separate areas and manage occupancy limits
- Install barrier screens at customer interface points such as reception desks
- Install signage that directs occupants how to maintain personal hygiene in the COVID-19 environment
- Set-up signage that directs occupants to not visit the facility if they are unwell
- Install hand sanitizer stations in high traffic areas of the facility
- Replace high-touch communal items with hygienic alternatives where possible to do so i.e. single use or contactless options.

Further information and printable templates for signage can be found [here](#)

6. Operating Protocols

The following operating protocols will assist with meeting the guidelines set out by the State Government:

- Screen persons attending a council facility for the following:
 - displaying symptoms of COVID-19 (and cannot provide evidence of a negative test result).
 - confirmed case of COVID-19.
 - primary contact with a known/suspected case in the last 14 days.
 - directed to isolate by the Department of Health and Human Services.
 - not adhering to current State Government restrictions.

- A dedicated, one-way entry and a separate exit point to be established at each building entry/exit point, where possible
 - staggered session/activity start times to minimise risk of congregation
 - a gap of no less than 15 minutes in between scheduled sessions to avoid congregation
- Ensure that any workers that can work from home are able to do so.
- Every facility must use the free [Victorian Government QR Code Service](#) to check-in customers, workers and visitors. Every visitor must check-in, no matter how long they are at the premises.
- Assign a [COVID Check-in marshal](#) who is responsible for monitoring entrances to ensure people check-in.
- Facilities are required to provide an alternative record keeping method for people that do not have a smartphone. This can be achieved using the [Kiosk check-in service](#).
- Physical distancing of 1.5 metres must be maintained.
- Handling and sharing of equipment should be minimised as far as practicable.
- One worker per two square metres for areas non accessible to public.
- One person per four square metres for all areas accessible to public.
- Create workplace bubbles, keep groups of workers rostered on the same shifts at a single workplace and ensure there is no overlap of workers during shift change
- You must ensure that workers do not work across multiple sites unless it is not practicable to limit workers to one site only.
- If it is not practicable to limit a worker to only one work site, or if the worker has multiple employers, then the worker must declare this. You must maintain a record of all workers who work across multiple work premises.
- Report any positive cases of coronavirus (COVID-19) to your Council contact, Department of Health and Human Services (DHHS), WorkSafe, Health and Safety Representatives, and notify your workforce immediately.
- Regularly clean your facilities, shared spaces and provide additional cleaning supplies.
- Provide training, instruction and guidance to occupants around how to maintain personal hygiene and correctly fit, use and dispose of PPE (including masks) in the COVID-19 environment

7. Hygiene Protocols

Taking personal responsibility for our safety and hygiene and supporting our community to do the same is an incredibly important measure to lower the risk of transmission of the virus, or any illness.

Volunteers and participants should be encouraged to practice good hygiene and to stay away from public facilities if they are unwell. . The following information provides guidance on implementing hygiene measures:

- All surfaces, equipment and objects (including around entry points) are wiped down after each session/day with appropriate anti-bacterial / disinfectant wipes or soap, particularly those areas that are frequently touched – this includes door handles, light switches, phones, remote controls, entry points.
- Regular and thorough hand washing is promoted via prominent signage (including at entry and exit points – to be marked as such) around the venue. Signage is available to download via the [Department of Health and Human Services website](#)
- Prominent signage (including at entry and exit points to be marked as such) around the venue instructing people when not to attend.
- Hand sanitiser dispensers are provided in prominent places around the venue (including entry and exit points) and are regularly refilled.
- Soap dispensers in toilets are regularly refilled.
- Bins are provided around the venue and regularly wiped.
- Toilet facilities are regularly cleaned with disinfectant – advice on cleaning is available from the [Department of Health and Human Services](#)

8. High Risk/Vulnerable Workers

- People with chronic conditions or compromised immune systems are at greater risk of more serious illness if they are infected with COVID-19. DHS advise those listed to stay at home, including working from home if possible. Vulnerable workers must be fully vaccinated prior to resuming on-site work.

9. Insurance

- Third party operators and user groups attending Council buildings may need to confirm that their current insurance policy includes coverage for the activity or service to recommence within a declared pandemic environment. Please be aware that some insurance policies may not provide coverage during a pandemic, and some insurers may have made changes to policies from the beginning of the new financial year.

10. Confirmed Case

In the event of a [confirmed case of COVID-19 within a facility](#) it is important you are prepared to respond and take the necessary steps to reduce the risk of an outbreak. The following steps will assist with creating an action plan:

- Develop a business contingency plan to manage outbreaks of COVID-19
- Have a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Notify identified close contacts - ask them to quarantine and watch for symptoms. The Department of Health will also contact close contacts to explain what they need to do, offer assistance, and offer support to them for their quarantine period.
- Have a plan in place to clean the worksite (or part) in the event of a positive case (third-party operators and user groups)
- Having a plan to contact Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan to immediately notify Council on 1300 787 624 if you have identified a person with coronavirus (COVID-19) at your workplace
- Have a plan in the event that you have been instructed to close by Department of Health
- Have a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work

11. Sporting League guidelines

To allow resumption of activities all clubs are reminded of their requirements to meet the following conditions:

- Adherence to State Government Restrictions (activities can only resume once restrictions permit). Adherence to the [Victorian Roadmap to Recovery](#) is required at all times.
- It is mandatory for every Victorian business to have a COVIDSafe Plan. Please ensure your plan has been reviewed and remains current at all times.
- Adherence to respective State Sporting Association 'Return to Play' guidelines. Contact your SSA for these guidelines if not already received. Many of these sport guidelines also provide practical tips, examples and templates of how you can return to training safely.
- Adherence to respective sporting league guidelines

Adherence to Council conditions, as follows:

- Please be aware that once pavilions are reopened and being used, it is the user groups responsibility to clean the pavilion, changerooms and amenities to Department of Health COVID-19 standard, both before and after use. This means clubs must clean prior to any training or activity and after training or activity. Information on cleaning to the Department of Health COVID-19 standard can be found [here](#)
- Clubs must comply with COVID-19 physical distancing, cleaning and hygiene requirements for indoor spaces such as social spaces, canteens and kitchens. More information on these requirements can be found [here](#)
- Clubs must comply with current guidelines with regards to spectator restrictions at all times. If restrictions allow parents and spectators that are in attendance for training or match day must abide by social distancing and gathering restrictions. Spectators should keep a distance of 1.5 meters at all times and be spread out around the ground or venue. More information on this requirement can be found [here](#)
- Clubs must use the free [Victorian Government QR Code Service](#) to check-in members, workers and visitors. Everyone must check-in, no matter how long they are at the premises.
- Each club must nominate at least one COVID safety officer / marshal who can be the lead for ensuring that the club is seeking to provide a COVID safe environment (e.g. visible signage in place, compliance with QR code check-ins, compliance with training and match day requirements and ensuring the club is promoting its policies widely.
- Facilities are required to provide an alternative record keeping method for people that do not have a smartphone. This can be achieved using the [Kiosk check-in service](#).
- Clubs must check their insurance coverage to ensure the activity can recommence within a declared pandemic environment. This step is important as some insurance policies do not provide coverage during a pandemic (or may have other requirements).
- Clubs must only access permitted toilet facilities, as detailed below:
- If there are public toilets on the reserve your club uses, clubs should be using these as they are already cleaned to COVID-19 requirements by Council's contractors;
- When access to public toilets is permitted, if there are no public toilets available and a club desires access to toilets for training purposes, only external facing toilets within a pavilion can be used, not ones within changes rooms; and
 - If a club wants access to pavilion toilets which are externally accessible, they will be responsible for cleaning them to COVID-19 standard. Details of this cleaning standard for non-healthcare settings can be found at: <https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-190>
- Clubs must ensure the appropriate signage is placed around the pavilion and reserve. Please see the following links for details on required signage: Please see links below that have the latest signs that should be put up around your pavilion and reserve:
- [Stop the Spread Signage](#)
- [Keeping your distance Signage](#)

12. Crown Land Committees – Information and advice

- **To check whether a service or facility is permitted to resume** - under the State Government Restrictions please refer to the [Department of Health website](#)
- **To resume an activity or gain specific advice** - Crown Land Committees will be required to contact DELWP, and adhere to the processes set out by DELWP.

13. Hall/Room Hire

- **Review sub-letting and hire arrangements** – third parties who use community facilities, such as those to whom you may hire or sub-let a venue, must also meet these new health and safety

requirements. You may wish to review whether these are able to continue in the current environment, and how you will communicate with third parties to ensure they are aware of and adhere to these processes.

- **Hire Agreements** – Please review hire agreements to include COVIDSafe requirements. Any hirers or third party activities that are approved to operate in the facility must:
 - operate within current [Victorian Government restrictions](#) at all times
 - comply with COVIDSafe plan requirements (where the hirer is a group or business)
 - confirm that their current insurance policy includes coverage for the activity or service to recommence within a declared pandemic.
 - comply with QR code, vaccination and [COVID Check-in marshal](#) requirements
 - advise all attendees to not attend if they are displaying symptoms of illness
- **Review cleaning schedule** to ensure cleaning has been increased between each hire to minimise spread of infection.

14. What happens if these requirements are not met?

The Victorian Government's restrictions and processes developed by Council are designed to slow the spread of COVID-19 across Victoria and allow our community to begin returning to the activities and networks that enrich our lives and keep us connected, engaged and entertained. It is important that while restrictions are cautiously eased, we continue to behave responsibly and keep a focus on community health and safety to avoid any further outbreak or transmission of the virus.

Council is here to support you as needed in meeting COVID-19 requirements and making plans that are suitable and manageable for your organisation. We encourage you to reach out to your council contact if you have any questions or concerns regarding the information in this pack or face any challenges in implementing the changes required.

Directions will be enforced through spot checks by Victoria Police and use of emergency powers by Department of Health Authorised Officers and Local Government Authorised Officers to ensure compliance with the public health directions.