

REGISTRATION



CITY OF VINCENT

Date	Venue	Club/Group/Organisation
Name	Organiser (O) Participant (P)	Contact Number
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CITY OF VINCENT

COMMUNITY FACILITY USAGE

CHECKLIST

AS AT 1 JUNE 2020

Group checklist for community facility usage

This guide has been established to support community groups using City of Vincent facilities to return to facility usage under the current State Government COVID-19 restrictions. Groups have an obligation to strictly adhere to these protocols at all times.

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- MAXIMUM GROUP SIZE** – Groups can have gatherings to the capacity advised by the City (up to a maximum of 20 people, or less depending on capacity limits).
- STRICTLY NO CONTACT** – The group has advised all participants that all activities must be strictly **non contact**.
- 1.5M PHYSICAL DISTANCING** – The group has advised its participants that all gatherings must strictly observe physical distancing requirements of 1.5m, and adhere to the requirement of no more than 1 participant per 4sqm.
- REGISTER OF PARTICIPANTS** – The group has implemented a log, or register, to keep a track of all participants in attendance at each session, and this is available upon request by the City of Vincent and Health authorities.
- GROUPS UNDERSTAND THE FACILITY USAGE PROTOCOLS** – The group and all participants have read and understood the Guidelines and Protocols provided by the City of Vincent.
- HYGIENE PROTOCOLS ARE IN PLACE** – The group has implemented the hygiene protocols outlined in the Guidelines
- COVIDSafe APP** – The group has encouraged all participants to download the COVIDSafe app to help in tracing the spread of COVID-19.
- LOCAL GOVERNMENT APPROVAL** – The group has received approval from the City of Vincent to access the facility.
- FOLLOW DIRECTIONS** – The group and all participants understand that they must follow the direction and advice of Police, Rangers and Local Government at all times.



CITY OF VINCENT

FACILITY USAGE GUIDELINES AND PROTOCOLS

AS AT 1 JUNE 2020

Gatherings can resume if the following protocols are in place:

1. Groups strictly adhere to the maximum capacity of the facility provided by the City (up to a maximum of 20 people), as per the current State Government restrictions.
2. Strictly no physical contact can occur, unless with a member of immediate family.
3. Social distancing of 1.5m must be maintained at all times, along with ensuring only 1 person per 4sqm.
4. It is essential that groups ensure they vacate the facility and surrounding areas (i.e. car park) immediately after their allotted time has lapsed.
5. A log, or register, of all participants in attendance at each gathering MUST be maintained and available upon request by either the City of Vincent or Health authorities.
6. The hygiene practices outlined in this document are to be strictly adhered to.
7. Groups adhere to instructions included in COVID-19 signage and advice at each facility.
8. Group will inform the City immediately if they become aware of any member of the group being diagnosed with COVID-19.

Hygiene practices required to allow gatherings:

- Groups must provide their own alcohol based hand sanitisers for all gatherings, with people encouraged to use prior, during and following gathering.
- All tables, chairs, utensils or kitchen amenities used during a gathering must be wiped down with antibacterial products immediately following use, prior to leaving the facility.
- If you, or people you have been in contact with, are sick, **DO NOT** attend.

General Hygiene Practices

- Wash your hands often with soap and water for at least 20 seconds – If soap and water are not available, use an alcohol – based hand sanitiser
- Avoid touching eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay home and seek medical treatment when you are sick
- Cover your mouth to cough or sneeze

GROUPS MUST ENSURE THESE PROTOCOLS ARE IN PLACE FOR ALL GATHERINGS.

IF THESE PROTOCOLS CANNOT BE ACHIEVED, THE MEETING MUST NOT PROCEED.