

## **A+G COVIDSafe Plan – Information for venue hirers**

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We are looking forward to welcoming you back to Ainslie and Gorman Arts Centres (A+G) in accordance with our COVIDSafe Plan which can be found on our website here: <http://www.agac.com.au/about/covid-19/>.

We have developed this information sheet to help you understand what A+G is doing and what you need to do to maintain a safe environment and limit the spread of COVID-19 at our venues. At the end of this document is a checklist to help you ensure you are following our guidelines. We are here to help with any questions you have about hiring our venues and delivering your programs in a safe manner.

### **What is A+G doing?**

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From 1 June 2020, we now require all hirers to have a COVIDSafe Plan, which they must provide to A+G before a booking will be confirmed. We can work with you to develop your plan, and there are a range of resources available on the SafeWork Australia website here: <https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf>

#### **Physical Distancing**

- Determining venue capacity limits and posting these at the door to each venue.
- Utilising sign-in books at venues to ensure we can assist with contact tracing if required
- Limiting the number of users in each space per day, avoiding situations where multiple hirers use a space on any one day.

#### **Handwashing and Hygiene**

- Providing hand sanitiser stations that are checked regularly and refilled as needed.
- Ensuring bathrooms have clean running water, and are well stocked with hand wash and single-use paper towel, with designated A+G staff to check soap dispensers and monitor rubbish bins.
- Allocating specific bathrooms to each hirer to assist in maintaining physical distancing.
- Displaying posters in bathrooms with instructions on how to limit the spread of germs

#### **Cleaning**

- Deep cleans will take place before venues are re-opened.
- Cleaning frequently touched areas twice per day with detergent solution/wipes, including those used by hirers, participants, visitors, and guardians. These cleans are logged and kept for future reference.
- Cleaning and sanitising bathrooms every day. Gloves are worn when undertaking this cleaning
- Ensuring all venue keys being signed out are sanitised before and after collection.
- Providing a cleaning station, with single-use gloves, paper towel and disinfectant located in hired venues for hirers and participants to use to disinfect personal items and high touch surfaces.

#### **Monitor Symptoms**

- Placing signage around the Centres reminding hirers about the symptoms of COVID-19.
- Directing hirers and their participants to stay home if unwell, and/or displaying symptoms of COVID-19 and to follow relevant health directions for getting tested and facilitating contact tracing if required.
- Asking hirers/participants to inform AGAC if they are tested for COVID-19.
- Treating personal information about individual hirers and their participants health in accordance with A+G's privacy policy and relevant Territory and Federal Government privacy guidelines.

## What you and your participants need to do

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Provide A+G with your COVIDSafe Plan before your hire commences. We can work with you to develop your plan, and there are a range of resources available on the SafeWork Australia website here:

<https://pmc.gov.au/sites/default/files/files/my-business-covidsafe-plan.pdf>

### Physical Distancing

- Comply with the venue capacity, maximum density limits for each step of the COVIDSafe Plan. For step one, commencing 1 June 2020 – the maximum is 10 people in a venue, this includes a teacher.

### Keep at least 1.5 metres distance between everyone in the venue. Handwashing and Hygiene

- Use hand sanitiser at the entrance to the venue on arrival.
- Instruct your participants on other ways to limit the spread of germs, referring to signage in the building e.g. no shaking hands, limiting number of touchpoints.

### Cleaning

- Clean personal property that comes to A+G, and is likely to be handled at A+G such as sunglasses, keys, mobile phones and iPads with disinfectant.
- Bring only what you need for your meeting or lesson into the venue
- Use supplies provided to disinfect high touch surfaces used during the hire such as tables, chairs, door handles, rubbish bin touchpoints, heating remote controls, piano keys.
- Allow sufficient time between participant groups or individual students to clean and disinfect shared equipment and surfaces
- If weather permits, open windows and doors to increase airflow in venue
- Place rubbish in bins provided.

### Monitor Symptoms

- Stay at home if you are sick. Direct participants to stay at home if they are sick or if they are displaying symptoms of COVID-19 ask them to call the national Coronavirus hotline (1800 020 080).
- If a participant arrives and displays symptoms of COVID-19, ask them to go home and advise A+G as soon as practicable.
- If any of your participants are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or has been tested positive for COVID-19, advise A+G as soon as possible.

### Accessing the Space

- Bring your own pen when coming to be inducted and collect keys.
- On the day of hire, only go to the specific venue that has been hired to limit spread in other areas. Instruct your participants to go straight to the venue and sign-in (they do not need to come to the main office).
- Use the bathroom allocated to you and advise your participants to do so.
- Set up and use “meeting points” outside of the venue for participants to assist in managing entry, exit and capacity limits within venues
- Limit the amount of parents/carers attending lessons or workshops, unless necessary for caring duties



## Hirer Checklist

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- Provide A+G with your COVIDSafe Plan
- Bring your own pen to sign out the venue key.
- Provide A+G with the number of participants in session before booking time.
- You and your participants comply with hygiene protocols and sanitise hands as soon as you arrive on-site before signing in.
- Bring your own pen to sign in and out. Your participants also have their own pens.
- Sign in on arrival at the venue entry point. Ensure your participants sign-in on arrival with contact details (name, phone number and email address).
- Maintain your own records of participants contact details for tracing purposes.
- You and your participants limit contact with others while at the venues and avoid touching objects unless necessary.
- Between students or participant groups, and at the end of your hire period you sanitise common touchpoints such as tables, chairs, piano keys
- You and your participants do not bring food or beverages other than bottled water into the venues.
- You instruct guardians of any participants under 18 to wait in cars, courtyards or at the designated meeting point to limit people in common areas and foyer spaces at start and end of your hire.
- You and your participants acquaint themselves with the facts of the outbreak and its spread, sharing them with the community to ensure safety and avoid COVID-19 related stigmatisation or discrimination.