**Girl Guides Victoria – Burnet Park Campsite**

**COVID-19 Safety Plan – Part D**

**Hirer’s Safety Plan**

(Doc.BP619: 22/10/2020)

**Hirer:**

**Dates of proposed Event: From: To:**

**Hirer’s Representative:**

 **Contact: Phone: Email:**

**These requirements are additional to the standard Hirer’s responsibilities outlined in the Hire Agreement and Visitor Information Guide, and will form part of the Hire Agreement for the Event.**

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| **Actions To Be Taken Prior To Each Event** | **Person Responsible** | **Date Completed** | **Signed Off** |
| D1 | Obtain, and be familiar with, the current version of the DHHS Guidelines relevant to the group and type of Event. |  |  |  |
| D2 | Prepare, and provide to the Management Committee, a Covid-19 Safety Plan for all activities to be undertaken during the Event, and which includes the actions set out in this Part D. |  |  |  |
| D3 | Nominate staff members to be responsible for managing the conduct of all persons on the site during the event, and for ensuring that in-progress cleaning / disinfecting of the facilities and equipment is carried out effectively. |  |  |  |
| D4 | Provide written instructions to all attendees / visitors in regard to physical distancing and personal protection requirements, including use of face coverings and frequent hand washing / sanitising. |  |  |  |
| D5 | Ensure that adequate supplies of PPE, washing, sanitising, cleaning / disinfecting products, toilet rolls, paper towels, and bin liners are obtained for taking to the venue. |  |  |  |
| D6 | Ensure that prospective attendees / visitors who are unwell do not attend the venue |  |  |  |
| D7 | Have a plan in place to respond if an attendee or visitor becomes unwell, including safely isolating the person if necessary. (The Management Committee have nominated a room that may be used as an isolation room). The Management Committee must be informed immediately in the event of such an occurrence. |  |  |  |
| D8 | Prepare an Attendance Register to record the names, dates/times, and contact details for all attendees and visitors. |  |  |  |
| D9 | Structure the program of activities for the event to ensure that as much activity as possible takes place in the outdoor environment, and to minimise the time that attendees spend in enclosed spaces |  |  |  |
| D10 | Transport arrangements for attendees to the site shall be planned to ensure that only persons from the same household can travel in each car.  |  |  |  |
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| **Actions To Be Taken At The Commencement Of Each Event** | **Person Responsible** | **Date Completed** | **Signed Off** |
| D20 | Open doors, roller shutters and windows to allow air flow through the building and maintain doors open whilst attendees arrive. |  |  |  |
| D21 | Use only the bedrooms that have been allocated for the event |  |  |  |
| D22 | Unpack clean mattress covers and install on the mattresses in bedrooms to be occupied |  |  |  |
| D23 | Keep bedroom doors open and lights on whilst attendees are arriving, to avoid people needing to touch them frequently |  |  |  |
| D24 | Ensure that the attendance register is completed for each attendee / visitor as they arrive |  |  |  |
| D25 | Ensure that all attendees wash or sanitise their hands thoroughly on arrival. |  |  |  |
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| **Actions To Be Taken During The Progress Of Each Event** | **Person Responsible** | **Date Completed** | **Signed Off** |
| D30 | Comply with physical distancing requirements in all situations |  |  |  |
| D31 | Comply with the maximum number of persons in each room as per signage provided |  |  |  |
| D32 | Ensure that all attendees and visitors comply with personal protection regimes including the use of face coverings; hand washing / sanitising; no-contact greetings etc |  |  |  |
| D33 | Carry out regular cleaning / disinfecting of common use areas and frequently-handled surfaces in accordance with the DHHS guidelines. Bathrooms and the kitchen are to be cleaned at least twice each day. A cleaning log is to be prepared and displayed to confirm compliance with this activity. |  |  |  |
| D34 | Ensure that all outdoor activities and the use of outdoor equipment, comply with the relevant DHHS Guidelines. |  |  |  |
| D35 | Ensure that relevant distancing is maintained when setting up tables, chairs etc for activities or meals |  |  |  |
| D36 | Clean / disinfect tables, chairs and stools after each use and re-stack as found. |  |  |  |
| D37 | Ensure that all crockery, cutlery, cooking utensils and other kitchen equipment handled is thoroughly washed using hot water and detergent immediately after each use. |  |  |  |
| D38 | Ensure that all used PPE and cleaning materials are bagged, sealed, and stored securely |  |  |  |
| D39 | Ensure that the Attendance Register is updated as necessary with details of progressive attendees and visitors |  |  |  |
| D40 | Enhance airflow through the building by keeping doors and windows open whenever possible. |  |  |  |
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| **Actions To Be Taken At The Conclusion Of Each Event** | **Person Responsible** | **Date Completed** | **Signed Off** |
| D50 | Remove mattress protectors and place in bags provided. |  |  |  |
| D51 | Clean and disinfect all equipment used, and return to storage as found. |  |  |  |
| D52 | Carry out cleaning activities as listed in the Visitor Information Guide, including wiping down the cleaning equipment after use. |  |  |  |
| D53 | Remove all rubbish and surplus supplies, together with the bagged materials from item D38, and dispose of appropriately. |  |  |  |
| D54 | Clean and put away any outdoor equipment used. |  |  |  |
| D55 | Wipe down door handles / locks / padlocks after locking up; wipe keys and return to key safe |  |  |  |
| D56 | Complete and sign-off the Covid-19 Safety Plan (item D2); the “Check-out” checklist; and Attendance Register. Scan the documents and email to the Booking Secretary within 48 hours of the event. |  |  |  |
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