

Girl Guides Victoria – Burnet Park Campsite

Covid-19 Safety Plan

Instructions to Hirers

This document has been prepared in order to:

- a) provide Hirers and users of the Burnet Park facility with information concerning the steps taken by the Burnet Park Management Committee to prepare the venue for use, in compliance with the requirements of the Victorian State Government and Girl Guides Victoria, and,**
- b) set out the requirements to be met by Hirers, in order to ensure the effective and safe management of activities at the venue during occupation by Hirers.**

Burnet Park is an un-staffed venue, therefore the responsibility for the protection and well-being of visitors and participants at events will largely rest with the Hirer of the venue for each event. It is essential that Hirers are aware of these responsibilities, and plan appropriately, to be able to comply with the health and regulatory requirements that relate to their proposed activities at the venue.

A. Venue Preparation:

- AA** The venue has been registered with a QR code for electronic attendance recording (Location Code 234 YTM). A table has been set up inside the front door of the accommodation building with the QR code poster and space for registration and hand sanitising etc. Additional copies of the QR code are available if required (e.g. for setting up external registration stations for outside events).
- A1** All enclosed spaces have been physically measured, and signs installed which indicate the maximum number of occupants to each room or space, based on the required allowance of 2m² per person. A maximum bedroom accommodation of 20 persons is currently available. A total maximum of 24 persons is allowed in the accommodation building at any one time.
- A2** The existing mattress covers, blankets, and curtains have been removed from the bedrooms. Hirers will need to ensure that attendees provide all necessary bedding, including pillows, blankets and mattress protectors.
- A3** One of the current bedrooms will be used as a temporary store room and will be locked to prevent access by Hirers.
- A4** Signage regarding hand washing / sanitising, use of face coverings, and social distancing has been provided in appropriate locations. Dispensers for liquid soap and paper towels have been provided in the bathrooms and kitchen.
- A5** Thorough cleaning and disinfecting of the entire premises will be carried out by a professional cleaning organisation within 7 days prior to each booking. The

cost of this cleaning regime is included in the schedule of hire fees for the venue.

- A6** Cleaning and maintenance activities undertaken between bookings will be carried out in strict accordance with a specific safety plan developed by the Management Committee.

B. Hirer's Responsibilities:

- B1.** With the exception of the arrangements detailed in section A above, Hirers will be totally responsible for complying with all requirements and recommendations of Federal and State Government authorities related to the activities proposed to be carried out during the hire of the venue.
- B2** Hirers are required to prepare a Covid-19 Safety Plan for their proposed event, and to submit this plan to the Management Committee at least 14 days prior to the event. The Safety Plan must demonstrate how the Hirer proposes to comply with its responsibilities and requirements of the relevant legislation and guidelines, including names of persons responsible for necessary actions, and dates / times by which these actions must be completed. The attached draft Hirers Safety Plan may be used as a template, and contains the minimum mandatory requirements. However Hirers must review their proposed event program and ensure that the necessary actions are included, to cover all of their on-site activities.
- B3** Hirers must ensure that all attendees and visitors to the event register their attendance by scanning the venue QR code immediately upon arrival. Where this cannot be achieved, the Hirer must prepare and complete an attendance register listing the names and contact details of all persons attending or visiting the site during the hire period.
- B4** At the completion of the event, Hirers are required to forward their signed-off Safety Plan, together with a copy of the attendance register, to the Management Committee within 48 hours.
- B5** Should any person attending or visiting the event become unwell, and is sent home, isolated, or required to undertake a Covid-19 test, the Management Committee is to be immediately informed, in addition to the relevant health authorities.
- B6** Whilst a limited stock of consumables (liquid soap, paper towels, toilet paper) will be provided at the commencement of the hire, the Hirer will be responsible for the provision of all necessary consumables, cleaning / sanitising products, personal protective equipment, containers for used cleaning products / PPE, temporary signage etc required to enable compliance with its Covid-19 Safety Plan, and to replace the consumable stock on completion of the event.