

# Isis Cultural Centre COVID-19 Protocols

This document outlines how the Isis Cultural Centre will operate during the COVID-19 pandemic. These protocols may be updated as requirements change from Queensland Government.

## Goal of this document

- Keep all community facilities users and the wider community healthy by preventing the spread of COVID-19.
- Encourage a safe and respectful use of community facilities and good communication between all stakeholders.
- Complement the standard Terms & Conditions of Hire and Health & Safety requirements.

## Our commitment

We are committed to working alongside you to prevent the spread of COVID-19. We recognise that we must work together to ensure the health, safety and wellbeing of everyone.

## Hirer commitment

Hirer will take responsibility to ensure that they follow the protocols set out to protect the health and safety of themselves and their group. Users recognise that we must work together to ensure the health, safety and wellbeing of everyone. It is a hirers' responsibility to ensure that any additional requirements for their specific activity as detailed in the QLD public health direction are met.

Hirers must have an up to date Work Health and Safety (WHS) Plan in place, including strategies to manage COVID-19.

On arrival to our community facilities users will ensure the following protocols are met:

## Access requirements

- You don't have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You don't have COVID-19 or are waiting for result of COVID-19 test
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned or been in contact with anyone else who has returned, from overseas or Victoria in the past 14 days.

## Social distancing and gatherings numbers

All users are to apply physical distancing measures as set by the Queensland Health Directive, at the time of their booking. Those making the booking must ensure that the maximum number of people in their space is adhered to depending on size of room hired. Information regarding maximum room capacity can be found on the Isis Cultural Centre website.

## Personal hygiene

Hirers must ensure participants use hand sanitiser or wash their hands with soap and running water before starting an activity in the facility, using warm water if available.

Participants must follow good hygiene practises (coughing into elbow, handwashing for at least 20 seconds and drying) and regular cleaning of commonly touched surfaces and equipment throughout their time in our building.

Hirers agree that they and their participants will not enter our buildings if they have symptoms of cold or flu.

## Contact Tracing

The hirer is responsible for collecting a list of all participants related to their booking.

This information must include: name, phone number, email address, and the date and time period of booking (Template on page 4). The information is being collected to assist in the management of the pandemic. If requested, this information must be provided to Council or public health officers.

There may be random checks on hirers to ensure this regulation is followed. The information should be securely stored, not used for any other purpose and deleted/destroyed after 56 days.

## COVID-19 cleaning responsibilities

Below are our shared responsibilities when it comes to cleaning the community facility in terms of a pandemic.

Isis Cultural Centre Management will:

- Provide hand sanitiser & spray hospital grade sanitizing cleaner & paper towel
- Ensure soap and water is readily available and kept topped up
- Professionally clean facilities daily to standard levels of service

Hirers will:

- Remove all rubbish
- Bring their own tea towels and dish soap
- Wipe down during the course of the day (if booking over 4 hours) with disinfectant including chairs, tables, benches used
- Wipe with disinfectant all touch points
  - o Doors/door handles, stairwell handrails
  - o High-touch public surfaces such as, light switches, taps, sink edges, buttons
  - o Kitchen areas, benches, handles, microwave, ovens, basins

Consider their environment and what is frequently used and touched by people. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning high touch areas.

## Breach of conditions

Any breach of the Pandemic Protocols may result in:

- Refusal to accept future bookings
- Extra charges being incurred

## Isis Cultural Centre COVID-19 Measures

In accordance with Stage 3 of Queensland's Roadmap to Easing COVID-19 restrictions TSKF Childers will now be accepting bookings for gatherings of up to 1 person per 2m<sup>2</sup> in rooms in the facility under 200m<sup>2</sup> in total (up to a total of 50 people, whichever is the lesser) **OR** no more than 1 person per 4m<sup>2</sup> for rooms in the facility of 200m<sup>2</sup> or more in total.

To ensure compliance with State Government directives, hirers will need to comply with the Isis Cultural Centre Covid-19 Protocols as well as the general booking conditions of hire listed on the booking application form. Further information on Covid-19 can be found on the Bundaberg Regional Council Website [www.bundaberg.qld.gov.au/coronavirus](http://www.bundaberg.qld.gov.au/coronavirus)

The maximum capacities of each room at the venue are as follows:

ROOM	SIZE	MAXIMUM CAPACITY
Main Auditorium	277m <sup>2</sup>	69 persons
Supper Room	123m <sup>2</sup>	30 persons
Meeting Room 1 (Churchill Street)	86m <sup>2</sup>	21 persons
Meeting Room 2 (Crescent Street)	68m <sup>2</sup>	17 persons

