



Canberra Ornithologists Group

CANBERRA ORNITHOLOGISTS GROUP (COG) COVID SAFETY PLAN FOR USE OF THE ST JAMES UNITING CHURCH HALL

COG will use the St James Hall premises consistent with the following ACT Government conditions:

- physical distancing of at least 1.5 m between people
- a strict spacing of at least 2 sq m per person
- all attendees practising good hand hygiene and respiratory hygiene
- individuals staying home if unwell
- individuals getting tested if they have any of the defined COVID symptoms.

COG will e-mail copies of this COVID safety plan, as well as evidence of COG's adequate Liability Insurance cover, to St James before the meeting.

1. Wellbeing of participants: COG will exclude attendees or visitors who are unwell or are showing COVID-19 symptoms (fever, cough, sore throat or shortness of breath).

2. Attendance records for the purposes of contact tracing: As required by the ACT Government for application of the 2 sq m per person rule, the 'Check In CBR' app will be used to collect participants contact details, using the QR code displayed at the entrances to St James premises to do this.

As part of the single check-in, individuals may check in other members of the group who are with them, but do not have their own device or app.

COG will keep a written record of names and contact details of all attendees who do not have the 'Check In CBR' app on their phone, and will provide this list to St James Hall.

3. Physical distancing: Clear and visible signage will be displayed throughout the venue reminding persons to practice physical distancing.

Seating will be arranged so that there is only one person per 2 sq m and with 1.5 m distancing, except for members of the same family group.

COG will ensure that the number of attendees in the main hall (excluding the kitchen) will not exceed the requirements of the 2 sq m per person rule, i.e. 72 people.

COG will ensure an even flow of individuals through the doors, on entering and exiting, to avoid congestion and to minimise close contact between individuals.

To reduce surface contact, entrance doors will be kept open until all participants have arrived, and similarly at the end of the meeting.

4. Hygiene: COG will ensure that attendees practice the following strict hygiene standards:

- COG will provide sanitiser for attendees to sanitise hands prior to entering the hall.
- COG will encourage hand washing with soap for at least 20 seconds.
- Attendees will not touch their eyes, nose, and mouth with unwashed hands
- Attendees will cough/sneeze into their elbow, not their hand.

At the conclusion of the meeting all surfaces touched will be wiped down, particularly the chairs and tables, but also light switches, door handles, key safe, taps, etc. COG will bring their own wipes.

To the extent practicable, doors will be kept open to provide good ventilation; or alternatively, rooms will be well aired at the conclusion of the hiring session.

Physical contact and sharing of equipment will be kept to a minimum.

Singing is not expected to take place.

5. Response Planning (for exposure or suspected exposure to COVID-19 on the premises): For potential contact tracing COG will strongly encourage attendees to use the 'Check in CBR' app, but will maintain a record of the names and contact details of attendees at each session/event who do not have the 'Check In CBR' app.

Cleaning will be performed after the hiring to minimise the potential for exposure.

Any suspected exposure will be notified to St James Church and all relevant agencies as required.

6. Shared meals/teas: Only commercially made or individually packaged items such as biscuits to be consumed with tea/coffee will be available. Attendees will be permitted to bring their own food for personal consumption.

Volunteers working in the kitchen to serve tea and coffee will be scrupulous when handling food, and ensure good hygiene. They will maintain physical distancing and adhere to the 2 sq m per person rule.

All kitchen benches will be wiped down using detergent and warm/hot water at the conclusion.

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