



CANBERRA GIRLS GRAMMAR SCHOOL

Facility Hire Checklist:

09 March 2022 – Canberra Ornithologists Group (COG)

CHECK YOUR EVENT CAN GO AHEAD

- COG has reviewed the event and checked the current restrictions under Canberra's Covid-19 Recovery Plan at covid19.act.gov.au/restrictions/current-restrictions
- COG has checked the facility and set-up options
- COG will ensure attendees have been informed about the conditions, process and restrictions associated with the event:
 - wearing of masks
 - use of the Check In CBR app on entry
 - encouraging physical distancing of at least 1.5 m between people
 - recommendations for handwashing
 - individuals who are unwell or have COVID-19 symptoms are not to attend

PHYSICAL DISTANCING

- COG will use signage to communicate entry and exit points and participation areas, minimization of contact, and maintenance of recommended physical distancing

KEEPING PEOPLE HEALTHY

- COG will place signs at entry points to instruct participants and visitors not to enter the venue if they are unwell or have COVID-19 symptoms, and to go home if they become unwell
- the 'Check In CBR' app will be used to collect participant's contact details, with the QR Code displayed at the entrance to the venue. COG will keep a record of the names and contact details of all attendees who do not have the 'Check In CBR' app on their phone, and will provide a copy of this list to the CGGS if requested
- COG will require participants to wear masks inside the venue, except that the speaker may remove their mask for the duration of their talk
- COG is familiar with the protocols for notifying health authorities of issues or suspected COVID-19 cases
- COG will contact CGGS immediately if a COVID-19 case is confirmed amongst attendees

HYGIENE AND CLEANING

- To reduce surface contact, entrance doors will be kept open until all participants have arrived, and similarly will be opened at the end of the meeting.
- COG will instruct everyone to practice good hygiene by frequently cleaning their hands. Hand-washing should take at least 20 to 30 seconds, washing the whole of each hand, covering all areas with soap before washing with water.
- As hand-washing facilities are not readily available in the rooms mostly used, COG will provide an appropriate alcohol-based hand sanitizer.
- Physical contact and sharing of equipment will be kept to a minimum, and COG will ensure there is the appropriate number of people according to any restrictions applicable.
- Participants will be encouraged to maintain 1.5 m distancing, such as by maintaining two spare seats between people or members of the same family or group of close contacts
- At the conclusion of the meeting, all high-contact surfaces touched will be wiped down, in particular light switches, door handles, and projection and sound equipment. COG will bring its own anti-bacterial wipes.
- COG will limit use of communal facilities such as toilets

REVIEW AND MONITOR

- COG will regularly review its systems of operation to ensure they are consistent with current directions and advice provided by health authorities at [covid19.act.gov.au/restrictions/current-restrictions](https://www.covid19.act.gov.au/restrictions/current-restrictions)

Date this checklist was completed

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Organiser completing this checklist

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