

COVID-19 Code of Conduct for Koonung Cottage



GUIDELINES FOR STAFF, VOLUNTEERS & PARTICIPANTS

ON ENTRY

- CARRY A FITTED FACE MASK.
- USE HAND SANITISER AT ENTRANCE.
- REGISTER YOUR ATTENDANCE AT THE HOUSE. YOU MAY USE THE QR CODE ON THE FRONT DOOR. STAFF (TEACHER OR OFFICE) WILL ALSO REGISTER YOUR ATTENDANCE ON OUR ELECTRONIC RECORDS.
- NOTE SIGNAGE IN INDIVIDUAL ROOMS.

BEFORE CLASS BEGINS

- ENSURE NUMBER OF PEOPLE IN ATTENDANCE DOES NOT EXCEED ROOM CAPACITY. REFER TO SIGNAGE IN EACH ROOM.
- ENSURE THAT CHAIRS ARE SET UP A MINIMUM OF 1.5 METRES APART.
- OBSERVE PHYSICAL DISTANCING.

ON DEPARTURE

- ADVISE STAFF OF DEPARTURE TIME.
- DISPOSE OF ANY WASTE DIRECTLY INTO THE BINS PROVIDED.

KOONUNG STAFF WILL

- SET UP THE ROOM WITH YOUR HELP (TABLES, CHAIRS & EQUIPMENT) FOLLOWING COVID SAFE REGULATIONS
- SEEK YOUR ASSISTANCE TO SANITISE TABLES, CHAIRS AND EQUIPMENT BETWEEN CLASSES AND GROUPS
- SANITISE THE BATHROOM AT THE END OF EACH DAY
- ASSIST YOU TO USE THE QR CODE TO REGISTER YOUR ATTENDANCE AS WELL AS COLLECT YOUR ATTENDANCE ON OUR ELECTRONIC RECORDS.

HOUSEKEEPING

- DO NOT ATTEND KOONUNG COTTAGE IF YOU ARE UNWELL. IF YOU START TO FEEL UNWELL, PLEASE RETURN HOME AND NOTIFY KOONUNG COTTAGE.
- DO NOT ATTEND KOONUNG COTTAGE IF YOU ARE SELF ISOLATING.
- PRACTISE GOOD HAND HYGIENE.
- SNEEZE AND COUGH INTO THE INSIDE AREA OF YOUR ELBOW OR USE A DISPOSABLE TISSUE. PLEASE DISPOSE USED TISSUES INTO THE PROVIDED BINS COVERED WITH LIDS.
- DO NOT SHARE RESOURCES INCLUDING PAPER, BOOKS AND PENS.
- THE KITCHEN IS AVAILABLE IF NEEDED. BYO MUG.
- PLEASE REVIEW YOUR INDIVIDUAL NEEDS TO ASSESS YOUR SUITABILITY TO ATTEND IN PERSON.
- REPORT ANY BREACHES OF THIS CODE TO THE MANAGER OR STAFF.