

COVID-19 Code of Conduct for Koonung Cottage



GUIDELINES FOR STAFF, VOLUNTEERS & PARTICIPANTS
UPDATED NOVEMBER 2021

ON ENTRY

- PARTICIPANTS MUST USE THE QR CODE OR THE KIOSK APP TO CHECK IN.
- PARTICIPANTS MUST PRESENT PROOF OF VACCINATION TO STAFF/COVID CHECK IN MARSHALL.
- WEAR A FITTED FACE MASK.
- USE HAND SANITISER AT ENTRANCE.

BEFORE CLASS BEGINS

- ENSURE THAT CHAIRS ARE SET UP A MINIMUM OF 1.5 METRES APART.
- OBSERVE PHYSICAL DISTANCING.

ON DEPARTURE

- 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 THROUGHOUT THE DAY.
- ASSIST YOU TO USE THE QR CODE OR KIOSK APP TO REGISTER YOUR ATTENDANCE.

HOUSEKEEPING

- DO NOT ATTEND KOONUNG COTTAGE IF YOU ARE FEELING UNWELL.
- DO NOT ATTEND KOONUNG COTTAGE IF YOU HAVE BEEN POTENTIALLY EXPOSED TO THE VIRUS AND HAVE NOT YET BEEN TESTED
- DO NOT ATTEND KOONUNG COTTAGE IF YOU HAVE BEEN TESTED BUT ARE STILL AWAITING YOUR TEST RESULT
- DO NOT ATTEND KOONUNG COTTAGE IF YOU HAVE TESTED POSITIVE AND SHOULD BE 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.
- SEEK STAFF ASSISTANCE IF THE KITCHEN IS NEEDED. BYO THERMOS, MUGS & WATER BOTTLE.
- PLEASE REVIEW YOUR INDIVIDUAL NEEDS TO ASSESS YOUR SUITABILITY TO ATTEND IN PERSON.
- REPORT ANY BREACHES OF THIS CODE TO THE MANAGER OR STAFF.