

COVID-19 Safe Checklist for Koonung Cottage



GUIDELINES FOR VENUE HIRERS

SET UP BEFORE THE MEETING

- ENSURE HAND SANITISER IS AVAILABLE AT FRONT ENTRANCE.
- TABLES AND CHAIRS ARE TO BE SET UP IN A WAY TO ENSURE PARTICIPANTS CAN KEEP A MINIMUM OF 1.5 METRES APART
- AN ATTENDANCE ROLL MUST BE KEPT FOR 28 DAYS AFTER THE MEETING. THIS CAN BE DONE VIA THE QR POSTER ON THE FRONT DOOR OR VIA AN ELECTRONIC ATTENDANCE ROLL.

AS PARTICIPANTS ARRIVE FOR THE MEETING

- DIRECT PEOPLE TO USE SANITISER AS THEY ARRIVE.
- DIRECT PEOPLE TO USE MASKS AS CURRENT REGULATIONS REQUIRE.
- ENSURE PEOPLE IN ATTENDANCE DOES NOT EXCEED ROOM CAPACITY. REFER TO SIGNAGE IN EACH ROOM.
- ENSURE PEOPLE ARE KEEPING 1.5 METRES APART.
- IF COLLECTING ATTENDANCE - NAMES, PHONE NUMBERS, ARRIVAL AND DEPARTURE TIMES MUST BE COLLECTED.

ON DEPARTURE

- SANITISE ALL SURFACE AREAS INCLUDING CHAIRS, TABLES AND HIGH TOUCH ITEMS SUCH AS DOORHANDLES AND LIGHT SWITCHES
- DISINFECT THE BATHROOM AND KITCHEN IF USED.
- EMPTY RUBBISH BINS INTO BINS OUTSIDE.

ITEMS AT KOONUNG (KITCHEN SHELF)

- SANITISER & HANDWASHING LIQUID
- DISPOSABLE PAPER TOWELS
- SPRAY DISINFECTANT
- DISPOSABLE GLOVES
- DISPOSABLE MASKS

HOUSEKEEPING

- DO NOT ATTEND KOONUNG COTTAGE IF YOU ARE UNWELL. IF YOU START TO FEEL UNWELL AT KOONUNG COTTAGE, PLEASE RETURN HOME.
- PRACTISE GOOD HAND HYGIENE BY REGULAR HANDWASHING AND HAND SANITISATION FOR 20 SECONDS.
- 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.
- PRACTISE COVID-SAFE FOOD MANAGEMENT.
- THE KITCHEN IS AVAILABLE IF NEEDED. ENCOURAGE PEOPLE TO BYO MUG.
- PLEASE ENCOURAGE INDIVIDUALS TO REVIEW THEIR INDIVIDUAL NEEDS TO ASSESS THEIR SUITABILITY IN PERSON.
- PROMOTE TO INDIVIDUALS TO NOT ATTEND KOONUNG COTTAGE IF SELF ISOLATING.