

COVID-19 Safe Checklist for Koonung Cottage



GUIDELINES FOR VENUE HIRERS
UPDATED NOVEMBER 2021

SET UP BEFORE THE MEETING

- ENSURE THAT THE HIRER/VOLUNTEER LEADER HAS DEMONSTRATED EVIDENCE OF THEIR VACCINATION STATUS TO KOONUNG COTTAGE MANGER
- ENSURE THAT THE HIRER/VOLUNTEER LEADER HAS APPOINTED A COVID CHECK IN MARSHALL TO ABIDE BY CURRENT PUBLIC HEALTH ORDERS.
- ENSURE HAND SANITISER IS AVAILABLE AT FRONT ENTRANCE.
- ENSURE TABLES AND CHAIRS ARE SET UP TO KEEP PARTICIPANTS A MIN OF 1.5 METRES APART.

AS PARTICIPANTS ARRIVE FOR THE MEETING

- ENSURE THAT PEOPLE CHECK IN USING THE SERVICES VIC QR CODE OR THE KIOSK APP.
- ENSURE THAT THE COVID CHECK IN MARSHALL SIGHTS PROOF OF VACCINATION.
- DIRECT PEOPLE TO USE SANITISER AS THEY ARRIVE.
- DIRECT PEOPLE TO USE MASKS AS CURRENT REGULATIONS REQUIRE.

ON DEPARTURE

- SANITISE ALL SURFACE AREAS INCLUDING CHAIRS, TABLES AND HIGH TOUCH ITEMS SUCH AS DOORHANDLES & 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.