

Religious Society of Friends (Quakers) Inc

Canberra Regional Meeting

CovidSafe Plan

(Version 1 adopted: XX/June/2020)

<i>Covidsafe Plan</i>	<i>Prepared by Lorraine Thomson & David Shorthouse</i>	<i>Reviewed by combined Committees *</i>	<i>Adopted/Endorsed by Meeting for Worship for Business</i>
Ver 1 (2)	10/6/20	12/6/20	
Ver 2	13/6/20	13-19/6/20	
Ver 2 (2)	15/6/20		Proposed for 21/6/20

*Jenny Stokes (Pastoral Care and Oversight), David Shorthouse (House and Grounds), Stephen Hodgkin (Bookings Officer), Wilma Davidson and Susan Rockliff (Ministry Committee), David Purnell and Lorraine Thomson (Co-Clerks)

1. Adapting my business

- In response to Government announcements, the Friends Meeting House (Turner) was closed except for Cleaning and Maintenance from Monday 23 March 2020.
- Meeting House was also closed to hirers from Monday 23 March 2020.
- Canberra Regional Meeting authorised House and Grounds to undertake sanding and re-coating floor of Meeting Room, and to arrange for deep cleaning all rooms – to take advantage of closure to hirers and other activities (Minute 13 April and 3 May) see Attachment 1.

The sanding and re-coating work was undertaken in the period 11-18 May. The deep cleaning was programmed to be undertaken by our regular cleaners (Mackmore Cleaning Services (MCS)) during May, June and July.

- Both Meetings for Worship (Sunday) at the Meeting House have been replaced by a single Meeting for Worship via Zoom at 10am. The Wednesday Meeting for Worship has been replaced by a Zoom Meeting (Minute 11 May).
- Furniture in all rooms has been reviewed and only the calculated capacity of chairs returned. A notice of the capacity has been posted on the door of each room. Capacity calculations are based on the room's wall-to-wall area minus any shelves, cupboards, desks etc.). Capacity of each room is:
 - a maximum of 13 in the Main Meeting Room (55 sq.m)
 - a maximum of 13 in the Woolman Room (52 sq.m)
 - a maximum of 6 in the Bridget Hodgkin Room (24 sq.m)
 - a maximum of 4 in the Backhouse Room (17 sq.m). However chair storage makes it unusable a maximum of 4 in the Children's Room (17 sq.m)
- All excess chairs have been stacked in the Backhouse Room until capacity limits are changed
- The kitchen is out of bounds and a notice posted on the door.
- Hand washing notices (Government authorised) have been posted in each toilet and in the kitchen.
- CovidSafe notices about use and access to the premises have been posted on the front door and windows of the entrance foyer.
- Notwithstanding the capacity of each room (see above), the total capacity of the meeting House premises at any one time must not exceed the number announced from time to time by the ACT Government.
- A table with hand sanitiser and wipes has been setup at the entrance door, with a receptacle for soiled wipes. Used wipes are removed several times a week and disposed of in a plastic bag placed in a household rubbish wheelie-bin.
- Cleaning of the premises has and will continue to be undertaken by Mackmore as directed by House and Grounds Committee. Mackmore's workers will work according to Mackmore's CovidSafe plan (Attachment 5)

2. Plan for re-opening

- The combined Committee group reconsidered use of the Meeting House for Meetings for Worship (Zoom meeting Minute 30 May). It agreed on a gradual and cautious approach to the re-opening of the Meeting House (see Attachment 2).
- The Sunday 9:15am Meeting for Worship can begin meeting in the Meeting House, due to the small number usually in attendance. Public health notices and sanitiser will continue to be placed in appropriate places in the Meeting House. The public health requirements mean that that the first name of each person attending each event with phone number is to be recorded.
- CRM Committees may decide whether they wish to use the Meeting House for their meetings provided that they undertake the required physical distancing (1.5 metres), sanitising measures and implement a record of people attending.
- It is not appropriate to use the Meeting House kitchen due to the extra cleaning required to keep it safe. A notice to this effect will be placed on the kitchen door.
- If Friends would find it helpful to have more face-to-face worship opportunities, they could consider meeting in groups of 5 in homes, which may allow for physical distancing. If needed, Ministry Committee may be able to provide guidance on worship planning.
- The gradual opening and use arrangements were communicated to Friends in the weekly eNotices (2 June) see Attachment 3.
- These conclusions were adopted by Regional Meeting for Worship for Business (Minute 7 of 31 May) see Attachment 1.

3. Plan for on-going use of the Meeting House

- Opening the Meeting House for the use of hirers commenced in the week 2 June. The first hirer is for Turner School After Care Program (Free Rangers). A notice setting out conditions for use of the premises by hirers consistent with National and ACT CovidSafe plans was sent to Free Rangers and will be sent to each hirer (see Attachment 4 for most recent iteration of this notice).
- We have assumed that each hirer has prepared a CovidSafe plan for their activities. We have asked the Bookings Officer to include this issue when agreeing to a hiring.

- On 12 June the combined Committee reviewed progress with the use and management of the premises and any changes required due to evolving ACT Government CovidSafe plans (see record of discussion at Attachment 2).
- Subsequent to the 12 June meeting, the combined Committee was informed that a new maximum capacity (100 people) for a gathering is to operate from Friday 19 June (see Attachment 6). Notwithstanding this new limit and due to the 4 sq m rule for each room, the calculated capacity of the Meeting House premises remains as currently defined, i.e. 40 people (see Section 1 dot pt 5 above).

4. Identifying our risks

- Our Quaker community comprises many people over 70, some with underlying health conditions.
- Many of our operations are based on trust and cooperation by third parties - we have commercial cleaning undertaken once per week by Mackmore and in the intervening period we are emphasising to Committees and hirers that we require them to undertake detailed cleaning of surfaces and to respect the 1.5 distancing requirements. We do not have 'staff' and do not have a caretaker on site when hirers or Quakers use the building. We trust people to record that they attend an activity at the premises (e.g. Committee meeting at the Meeting House) and keep these records for the required period.

5. Mitigating the risks

- Clear communication with both Quakers and hirers (see Attachment 4) about expectations of behavior (not attending if unwell, sanitizing after use of rooms, available equipment for this and where it is located). This information is displayed in the foyer.
- Clear information regarding procedures and who to contact should someone become ill on site. If any person on the premises shows any symptoms of illness they should leave the premises and, call their GP or visit a Respiratory Assessment Clinic (Weston walk-in Centre and EPIC). Information about this is displayed in the foyer.
- Recording attendance in the Meeting House is required to facilitate contact tracing if this becomes necessary by Government agencies. The leader/convenor/first arrival person is tasked with ensuring that the names and telephone contacts of all people attending are recorded on the sheet provided. It is the responsibility of the hirer or organizer to keep that list for the required period of time (28 days as of 15/6/20).
- Maintaining cleaning and sanitising arrangements for the Meeting House after the deep clean has been completed and between uses.

6. Planned dates for further reopening

- From the time of finalisation of this CovidSafe Plan (ver 2), additional hirers may use part or all of the Meeting House premises, in accordance with the physical distancing and other conditions described. However, the kitchen remains out-of-bounds until a specific decision to allow its use has been made.
- Considering the Canberra Recovery Plan it appears that it will be some time before we can open the Meeting House to our normal Quaker activities, unless that plan changes. For example 10am Meeting for Worship usually welcomes 30- 40 people. Our room sizes do not permit our normal gatherings with the physical distancing envisaged by the Recovery Plan even after mid-July at least.
(https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1551778/CV_Roadmap_Recovery-plan_ease-of-restrictions_0.4.1.pdf),
- There may, however, be an opportunity to hold concurrent Meetings for Worship within the premises while maintaining the stipulated room capacities. If this is authorized it will be under carefully monitored management to avoid breaching physical distancing in common areas, such as the entrance foyer. It will be the combined Committee that assesses the possibilities, rules and constraints for this.

[\(See the Attachments Below.\)](#)

Attachment 1

Regional Meeting Minutes (April 2020)

13. COVID-19 and closure of Meeting House

We agree to hold over this item to the next meeting.

15. House and Grounds Committee Plans

Given the 'closure' of the Meeting House, because of COVID-19, House and Grounds Committee are considering whether it might be possible to undertake three maintenance activities. We thank the House and Grounds Committee for making the most of this opportunity.

15.1 Sanding and re-surfacing the parquet flooring in the Meeting Room

We agree that the flooring of the Meeting House be reconsidered at a later Business Meeting. The House and Grounds Committee will have the opportunity to look into the possibility and costs of carpeting the Meeting House prior to consideration by the Business Meeting.

15.2 Thorough cleaning of the Meeting House

We agree to the thorough cleaning of the Meeting House, subject to the receipt of an acceptable quote from our normal cleaners for this extra cleaning and to agreement between the House and Grounds Committee and the Treasurer before proceeding.

15.3 Improving the food cupboard

We agree to the activity of improving the food cupboard through removing current contents and replacing with uniform containers. House and Grounds Committee will obtain the agreement of the other organisations using the cupboard via Stephen Hodgkin as Bookings Officer.

Regional Meeting Minutes (3 May 2020)

10. House and Grounds Committee (refers min.15 of 5 April)

House and Grounds committee have considered Minute 15.1 of 5 April's Meeting for Business (North Canberra Matters) and recommend that Meeting for Worship for Business agree to get the floor sanded and treated while the Meeting House is not being used.

While we hear that carpeting may have acoustic and other value, there are disadvantages as well, including access for people in wheelchairs. However we note that now timing is important as we may return to use of the Meeting House in the foreseeable future.

We agree to the recommendation of the House and Grounds Committee that the Meeting House floor be sanded and treated

11. Meeting for Worship (refers min. 13, 5 April).

The regular Sunday Meetings for Worship at the Meeting House have until now been replaced by a single Meeting for Worship via Zoom at 10am. The attendance at these meetings has been between 35 and 40, including some from interstate and overseas.

We note that the Wednesday 8am Meeting for Worship will also commence by Zoom from Wednesday 6 May.

We are asked to consider when a decision can be made to resume gatherings at the Meeting House, and if so on what conditions.

We ask the Co-clerks, Ministry Committee, House and Grounds Committee and the Bookings Officer to communicate to discern the time for re-opening of the Meeting House, using the Health Department and Government Guidelines for hygiene and physical distancing. Noting that some people are not able to attend Meeting for Worship at the Meeting House, we ask Ministry Committee to consider what we have learnt from the experience of Friends during the Covid-19 crisis and whether an online meeting may continue in some form.

Regional Meeting Minutes (31 May 2020)

7 Meetings for Worship in our Turner Meeting House (refers min. 11, 3 May).

The group appointed to consider the way forward (Co-Clerks, representatives from Ministry, House & Grounds, Pastoral Care and Oversight Committees and the Bookings Officer) met on 13 May and considered the restrictions set by the ACT government on the size of gatherings, social distancing requirements, the space available in the Meeting Room, and the ongoing need for cleaning and sanitising. The group believed it would be premature to reopen the Meeting House for worship and hirers. However, small committee meetings could be held there.

We hear that the same group met on 30 May to discuss the further lifting of restrictions which allow 20 people to be in one enclosed space, but observing the same physical distancing. As we do not have time for full discussion today, we agree that the main discernments of this group will be added to these minutes.

These are as follows:

- The Sunday 9:15am Meeting for Worship can begin meeting in the Meeting House, due to the small number usually in attendance. Public health notices and sanitiser will be placed in appropriate places in the Meeting House. The public health requirements mean that that the first name of each person attending each event with phone number is to be recorded.
- The 8am Wednesday Meeting for Worship, also a small group, may decide which way they wish to meet.
- Potential hirers will be advised of the number of people each of our rooms can accommodate with physical distancing and of the public health requirements for using our rooms and obtain their agreement to meet these. We will investigate whether we have any further obligations.

In view of the requirements for physical distancing, most of the other conclusions reached on 13 May will remain in place at present:

- The Sunday 10am Meeting for Worship will continue by Zoom.
- CRM Committees may decide whether they wish to use the Meeting House for their meetings and undertake the required physical distancing (1.5 metres), sanitising measures and implementing a record of people attending.
- We do not think it is yet appropriate to use the Meeting House kitchen due to the extra cleaning required to keep it safe.
- We suggest that if Friends would find it helpful to have more face-to-face worship opportunities, they could consider meeting in groups of 5 in homes, which may allow for physical distancing. If needed, Ministry Committee may be able to provide guidance on worship planning.
- When the next stage of lifting of restrictions is announced, the group will meet again to discuss the implications for the re-opening of the Meeting House.

[Go to Attachment 2](#)

Attachment 2

Meeting By Zoom Re Planning for Reopening of The Meeting House

10am on Saturday 30 May, 2020

Present: Jenny Stokes (Pastoral Care and Oversight), David Shorthouse (House and Grounds), Stephen Hodgkin (Bookings Officer), Wilma Davidson and Susan Rockliff (Ministry Committee), David Purnell and Lorraine Thomson (Co-Clerks)

Background

Meeting for Worship for Business on 3 May agreed that House and Grounds Committee, Ministry Committee, Bookings Officer and the Co- Clerks meet to discern the time for the re-opening of the Meeting House. One meeting was held on 13 May. This is a followup meeting following the further lifting of restrictions

Summary of discussion

We know many Friends may be missing face to face worship and interaction. At the same time we are aware that Zoom Meetings for Worship may be more accessible for some Friends, including for some with hearing loss, and may enable connections previously not possible. We foresee that going forward there will probably be some combination of Zoom and face to face Meetings for Worship. Right now there are still restrictions in place and we understand that gradually these will lessen depending on Covid -19 developments and responses in ACT. Currently in ACT 20 people are able to be in an enclosed space at a business, home or place of worship with physical distancing.

In order to support the health of the community in general and of Friends, we again agree on a gradual and cautious approach to the re-opening of the Meeting House.

We will communicate our discussion to Friends using announcements after Meeting for Worship, eNotices and the Newsletter.

We agreed that:

The Sunday 9:15am Meeting for Worship can begin meeting in the Meeting House, due to the small number usually in attendance. Public health notices and sanitiser will be placed in appropriate places in the Meeting House. The public health requirements mean that that the first name of each person attending each event with phone number is to be recorded.

The 8am Wednesday Meeting for Worship may decide which way they wish to meet.

Potential hirers will be advised of the number of people each of our rooms can accommodate with physical distancing and of the public health requirements for using our rooms and obtain their agreement to meet these. We will investigate whether we have any further obligations.

In view of the requirements for physical distancing, most of the other conclusions reached on 13 May will remain in place at present:

- CRM Committees may decide whether they wish to use the Meeting House for their meetings and undertake the required physical distancing (1.5 metres), sanitising measures and implementing a record of people attending.
- We do not think it is yet appropriate to use the Meeting House kitchen due to the extra cleaning required to keep it safe.
- We suggest that if Friends would find it helpful to have more face-to-face worship opportunities, they could consider meeting in groups of 5 in homes, which may allow for physical distancing. If needed, Ministry Committee may be able to provide guidance on worship planning.

When the next stage of lifting of restrictions is announced, the group will meet again to discuss the implications for the re-opening of the Meeting House.

RE-OPENING OF TURNER MEETING HOUSE

Notes on meeting held at 2pm on Friday 12 June 2020 via zoom

Present: Jenny Stokes (PC&O), David Shorthouse (House & Grounds), Stephen Hodgkin (Bookings Officer), Wilma Davidson and Susan Rockliff (Ministry), David Purnell and Lorraine Thomson (Co-Clerks)

The group noted the ACT Recovery Plan and reviewed the changes in government restrictions on numbers of people able to meet in any venue, and the physical distancing policies we have to adopt. Although the overall number that can meet in a gathering is increasing from 20 to 50 and even 100 at the different stages of easing restrictions, the Meeting House spaces impose limitations owing to there being no change in the requirements for physical distancing (i.e. 13 for Main room, 13 for Woolman Room, 6 for Bridget Hodgkin room, and 4 for Backhouse room and 4 for children's room).

Attendance at the early Sunday meeting for worship (9.15 to 9.45am) remains small but may increase, and this can be accommodated by using the Woolman Room if necessary. The E-Notices will make this clear. Ministry Committee will consider whether it may be appropriate to use more than one space on a more regular basis for such gatherings. Different access points may be needed if meeting times overlap or are parallel, to avoid crowding in the foyer. Committees will continue to be able to decide whether to meet face-to-face using the number restrictions, sanitizing and distancing provisions.

For the time being, the 10am Meeting for Worship will continue via zoom. We are aware that technical support for any other arrangements (e.g. a mix of face-to-face and zoom) will not be available before the on-line Yearly Meeting is over (10 July).

We became aware after our last meeting that we are expected to have a COVIDSafe Plan using an agreed template and approved by CRM. Accordingly, a draft has been prepared by David Shorthouse and Stephen Hodgkin, in consultation with others. We approve this with a few amendments to go to CRM for confirmation. We agree to ask CRM to authorize this group to make amendments as needed from time to time, and report them to CRM when appropriate.

We agree to allow hirers to use the Meeting House subject to not using the kitchen. We note that the Free Rangers are already using the children's room and observing the hygiene and distancing requirements. We ask the Bookings officer to ensure that the hirers have their own COVIDSafe Plan before using the Meeting House.

In relation to record-keeping, we agree that David Shorthouse will provide spare sheets of paper at the Meeting House to enable any group using it to write names of all attending, along with contact details not already available. Hirers (as well as Quakers) will be invited to use these sheets and to take responsibility for keeping them so as to allow for contact tracing should it be needed. Lorraine will check whether there is a statutory time they must be kept.

The meeting closed in silence at 2.45pm.

[Go to Attachment 3](#)

Attachment 3

Extract from eNotices date 2 June 2020

1. The Sunday Early Morning Meeting for Worship at 9:15am will recommence.

It is usually a smallish group and would fit in the Meeting Room which can accommodate 13 people utilising the required physical distancing. David Shorthouse is the contact person for this Meeting for Worship:

djshorthouse@apex.net.au

Hand sanitiser and public health information is available.

We respectfully ask Friends to follow the public health advice to maintain physical distancing and not to meet with others physically if you have any symptoms of infection.

2. The 10am Meeting for Worship will continue by Zoom.

3. In view of the requirements for physical distancing, the other conclusions reached on 13 May will remain in place at present:

- CRM Committees may decide whether they wish to use the Meeting House for their meetings and undertake the required physical distancing (4 square metres), sanitising measures and **now a record of people attending**.
- We do not think it is yet appropriate to use the Meeting House kitchen due to the extra cleaning required to keep it safe.
- We suggest that if Friends would find it helpful to have more face-to-face worship opportunities, they could consider meeting in groups of 5 in homes, which may allow for physical distancing. If needed, Ministry Committee may be able to provide guidance on worship planning.
- When the next stage of lifting of restrictions is announced, the group will meet again to discuss the implications for the re-opening of the Meeting House.

4. The most up to date information about public health restrictions in the Australian Capital Territory can be found at

<https://www.covid19.act.gov.au/faqs/faqs-changes-to-restrictions>.

[Go to Attachment 4](#)

Attachment 4

To those who use the Friends Meeting House -- or who have used it and may choose to use it again --

As you may know, because of the COVID-19 virus we felt in mid-March that we had to close the Meeting House to users, both Quaker and non-Quaker.

We're now feeling able to offer the Meeting House to users again -- subject to conditions intended to minimise the risk of catching the virus, and to enable tracing if the virus does get transmitted.

For groups in the Meeting House, these conditions are:

- CovidSafe plan: you must assure us that your group has one before you can use the Meeting House.

- do your best to keep people 1.5 metres apart (in the UK they're saying "six feet apart or six feet under"). The official rules state that a room can hold one person per 4 square metres. This means you can have:
 - a maximum of 13 in the Main Meeting Room (55 sq.m)
 - a maximum of 13 in the Woolman Room (52 sq.m)
 - a maximum of 6 in the Bridget Hodgkin Room (24 sq.m)
 - a maximum of 4 in the Children's Room (17 sq.m)
 - normally, a maximum of 4 in the Backhouse Room (17 sq.m). HOWEVER it's currently full of chairs so is unusable

(each area above is the room's wall-to-wall area minus any shelves, cupboards, desks etc.)

From noon on Friday 19 June, the regulations are changing so that up to 100 people can be on one premises (indoor and outdoor).

The distancing needs mean that that our building can't have that many: our maximum will rise to 36 (40 minus the 4 in the Backhouse Room).

More would be OK if people are willing to stay outdoors, but I think few if any of our users will take advantage of that.

- insist that if someone doesn't feel well, they don't come to your meeting

- record who comes each time (for contact tracing purposes). We'll be providing A4 sheets for your convenience: on one of these you can record the name of your group, the date and time of your meeting. Below that there'll be columns where everyone who comes should write their first name & phone number (unless you know it). We strongly

suggest you hold onto that sheet until all possibility of virus transmission in that meeting is gone.

- be careful while entering and leaving; firmly remind people to keep their distance. As Bookings Officer I'll make sure that if two groups want to meet at the same time (in different rooms, of course), their start times and end times are at least 15 minutes apart. This should help ensure that people don't mix in the foyer.
- the kitchen is out of bounds, for now. We don't feel confident that every user will go to the trouble of before-and-after sanitising of jugs, cups, handles, cutlery etc. I know this'll be disappointing, but that's how it is, for everyone's sake.
- use hand sanitiser on your hands. You should find this on a small table just inside the front door.
- before leaving, use the wipes you'll find on a table in the foyer to sanitise everything which your group has touched, including:
 - door handles
 - switches for lights, for power
 - air-conditioner controllers (in the Woolman Room)
 - taps in the toilets
 - seats (especially the spots where one'd lift one's seat in order to move)
- Put used wipes in the metal pedal bin next to the front door - or better still, take them away for disposal

One more point, unrelated to the virus, for users of the hexagonal Meeting Room:

- We have resurfaced the floor and cleaned the walls. Please help maintain its condition; in particular, don't use any Blu Tack or similar on the walls, as this leaves residue that is very difficult to remove from a wall's rough surface.
- After all that -- If your group will abide by these conditions and would like to start meeting again in the Meeting House, welcome! Send me an email -- and of course, include any questions you have.

In friendship,

Stephen (Hodgkin)
Canberra Quakers Bookings Officer
0421 348 378

[Go to Attachment 5](#)

Attachment 5

Copy of Preparedness and Actions Plan

Obtained from Mackmore (James Anderson) contracted to undertake regular cleaning of Friends Meeting House (Turner)

Mackmore's accompanying email included: "I've attached a preparedness plan we did in March should we need to respond to a COVID-19 event, this was put in place for our childcare facility clients, which is the bulk of our work, all staff clean with detergent, or a 2 in 1 detergent & disinfectant solution. Since then, there's been much developed by safe work Australia to assist work places and businesses with good information related to COVID-19.

Most of our clients receive daily cleaning services, even so, it is on them to maintain good hygiene practices between cleans."



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Coronavirus (COVID-19)

Preparedness and Actions (last updated 20 March 2020)

Background

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. The virus causes respiratory illness (like the flu) with symptoms such as a cough, fever and in more severe cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.' The new coronavirus spreads primarily through contact with an infected person when they cough or sneeze, or through droplets of saliva or discharge from the nose.

Employee Information

Risk groups

- Some people who are infected may not get sick at all; others will get mild symptoms from which they will recover easily. A small percentage of people who are infected may become very ill and need to be hospitalised.
- Because this is such a new virus, very little is known about why some get sick while others do not, and in whom there is a greater or lesser risk of serious infection.

- People with compromised immune systems, the very old and young and those with diagnosed heart and lung conditions appear to be most at risk of developing complications if they are infected.

Risk reduction measures for cleaning staff while on site:

- Clean hands frequently with alcohol-based hand rub or soap and water.
- Thoroughly wash hands on arrival at the centre and again before leaving using soap and water.
- Always use gloves when cleaning.
- Cover your mouth and nose when coughing and sneezing with a tissue, or cough into your elbow, dispose of the tissue into a bin and then wash your hands afterwards. Wash your hands regularly, after using the washroom facilities and before eating.
- Avoid close contact (1 metre or 3 feet) with anyone with cold or flu-like symptoms.
- If you have been in close contact (F2F for at least 15 minutes or in a closed space for at least 2 hours) with a person who has been confirmed with COVID-19, you must quarantine yourself for 14 days after your last contact with that person.

Signs and Symptoms

If you are experiencing any of the following symptoms, seek immediate professional medical advice; inform Mackmore Cleaning Services (MCS); and DO NOT ATTEND WORK. Doctor's clearance will be required before returning to work.

- Runny nose
- Sore throat
- Cough
- Fever
- Difficulty breathing

Site Cleaning Information

The length of time that COVID-19 survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid – respiratory droplets – present and environmental temperature and humidity. In general, COVID-19 is unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Routine Environmental Cleaning

The centre/site day to day routine cleaning will be increased at client/site request to assist in reduction measures.

Cleaning solutions

MCS uses soapy water solution, sanitizers and disinfectants, and may use bleach on request from clients in recommended dilution rate for facilities and centres.

Heightened Concern Due to possible COVID-19 (not confirmed)

Item	Action	Responsibility
Notification and consultation	<ul style="list-style-type: none"> • Client manager informs MCS and provides all relevant information. • Insurers to be advised. • Depending on insurers advice MCS will either use: <ul style="list-style-type: none"> ○ Existing cleaning staff if covered by their insurers or ○ Contractors with appropriate cover. 	Client/MCS
Cleaning requirements	Identification of cleaning required relevant to information available includes discussion around access and ongoing centre operations.	Client/MCS
Cleaning service preparation	Confirm safe access to site for cleaning staff.	MCS
Cleaning service delivered	As per requirements.	MCS

Confirmed COVID-19 Site

Item	Action	Responsibility
Notification and consultation	<ul style="list-style-type: none"> • Client manager informs MCS and provides all relevant information. • Insurers to be advised. • Depending on insurers advise MCS will either use: <ul style="list-style-type: none"> ○ Existing cleaning staff if covered by their insurers or ○ Contractors with appropriate cover. 	Client/MCS
Cleaning requirements	Identification of cleaning required relevant to information available includes discussion around access and ongoing centre operations.	Client/MCS
Decontamination cleaning preliminary steps	Advise the following: <ul style="list-style-type: none"> • For WHS reason no access to centre while decontamination is occurring, allowing up to 48hrs (dependent on site and size) before access to centre. • Acquire cleaning equipment and PPE. 	MCS
Decontamination cleaning	<ul style="list-style-type: none"> • Following recommended procedures from Department of Health including where available and applicable use fogging equipment to disperse appropriate disinfectants. 	MCS
Hand back of centre	Notifies centre manager to advise access to site	MCS
Cleaning post decontamination	Regular cleaning schedule and actions resume.	MCS

[Go to Attachment 6](#)

Attachment 6

Dear Proprietor and Industry Partners

Easing of COVID-19 restrictions to commence 12 noon 19 June 2020

Due to the strong support of and proactive compliance with the Public Health Directions to date by business and our community there will be a further easing of COVID-19 restrictions.

The purpose of this email is to provide you with initial information on what business can expect to see outlined in the next Public Health Direction to support forward planning.

Today the ACT Government and ACT Chief Health Officer announced that in-line with Step 2.2 of [Canberra's Recovery Plan](#), as of **12 noon on Friday 19 June**, the following changes will come into effect:

- There will no longer be a limit on household visitation.
- All public gatherings (except for the hospitality sector) will be set at one person per 4 square metres for each indoor and outdoor space, up to a maximum of 100 people (including staff, trainers and spectators).
- For the hospitality sector (cafes, restaurants, bars, pubs and clubs) gatherings will be set at 100 patrons for each indoor or outdoor space, or one person per 4 square metres, whichever is lesser. This limit excludes staff.
- Bars, pubs and clubs will be able to serve patrons alcohol in groups of up to 10 patrons per booking or table without serving a meal. Patrons are to be seated.
- Full-contact training for sport, dance and martial arts is now allowed, as is circuit training.
- The following can **open**, observing the one person per 4 square metre rule for up to 100 people (including staff) per indoor or outdoor space:
 - Cinemas and movie theatres,
 - Indoor amusement centres, arcades, outdoor and indoor play centres; and
 - Betting agencies such as Tabcorp, but not gaming machines.
- Further **ease of measures**, observing the one person per 4 square metre rule for up to 100 people (including staff) per indoor or outdoor space for:
 - Gyms, health clubs, fitness or wellness centres, yoga, barre, pilates and spin facilities, boot camps and personal training,
 - Swimming pools,
 - Community sport and organised sporting activities,
 - Outdoor amusements and attractions,
 - Dance classes,
 - Choirs, bands and orchestras,
 - Weddings and funerals,
 - Personal services (beauty and nail salons, tattoo and body modification, tanning, waxing, spa and massage parlours),
 - Community and youth centres,

- Caravan parks, campgrounds and camp sites; and places of worship and religious ceremonies.

Prior to the Public Health Direction commencing next week, more specific information (through another letter/email) will be provided to key regulated industries further advising of changes and responsibilities. We anticipate this will be provided next Friday 19 June 2020, once the Health Direction is signed.

Further information is available on the ACT Government's [COVID-19 website](#). It is important to note that these changes do not take effect **until 12 noon 19 June 2020**. Until this time, the existing Public Health Direction remains in effect and businesses, industry and community must comply with that direction. Proactive and random checks by compliance officers from Access Canberra, the Health Protection Service as well as ACT Policing will continue to support compliance and community safety.

Note: non-compliance with the public health directions can result in regulatory action and serious penalties apply.

We would also like to take the opportunity to remind relevant businesses of the requirement to have a *COVID Safety Plan*. Plans are being checked through compliance activities and are mandatory through the Public Health Direction. Failure to have a COVID Safety Plan may result in regulatory action for non-compliance. Further information [can be found here](#).

Please continue to visit the [COVID-19 website](#), including the [Business Hub](#), which has key information for business, industry and other groups. A [Business Resource Kit](#) is also available to support you.

Your ongoing cooperation and proactive compliance with the Public Health Direction is greatly appreciated as we work to support our community's safety and Canberra's recovery from COVID-19.

Yours sincerely

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