

Sunshine Coast Council Community Spaces Pandemic Protocol COVID-19

Venue 114 and Community Spaces have incorporated additional protocols and guidelines in order to operate Council's owned Community Facilities during the COVID-19 pandemic. These protocols will be updated accordingly as directed by Queensland Government and are approved by Sunshine Coast Council.

Sunshine Coast Council's number one priority is maintaining the safety of council employees, hirers and the community whilst preventing further spread of COVID-19.

Community facility users should recognise it is a hirer's responsibility to ensure that they adhere to the protocols set out in this document **and** that any additional requirements for their specific activity as detailed in the [QLD Public Health Direction](#) are met.

Hirers must have an up to date Work Health and Safety (WHS) Plan in place, including strategies to manage COVID-19. For state-wide information and advice about COVID-19, including the latest roadmap to easing restrictions, visit the [Queensland Government's Unite & Recover website](#).

On arrival to our community facilities, users will ensure the following protocols are met:

Access requirements

- You don't have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You don't have COVID-19 or are waiting for result of COVID-19 test
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned or been in contact with anyone else who has returned, from overseas in the past 14 days.

Social distancing and gatherings numbers

Social and physical distancing is one way to slow the spread of COVID-19. Queensland Health advice is to keep a distance of 1.5 metres from others as an effective measure and is to be observed.

Under **Stage 3 restrictions**, the following maximum capacity is permitted as outlined below:

| Community Space | Maximum Capacity* |
|---|---|
| Beerwah Community Hall | max. 96 pax 4 square metre per person and physical distancing of 1.5m observed |
| Kawana Community Hall | max. 78 pax 4 square metre per person and physical distancing of 1.5m observed |
| Kawana Island Meeting Place | max. 20pax each room / max. 40pax entire venue 2 square metre per person and physical distancing of 1.5m observed |
| Bellvista Meeting Place | max. 50 pax 2 square metre per person and physical distancing of 1.5m observed |
| Maximum Capacity*: To determine your total number of people allowed on site for your event/activity please ensure you consider the non-usable space in square metres (e.g. Total square metre 100m ² minus non-usable space 30m ² e.g. tables = 70m ² usable space). Divide the useable space of the site by four or two depending on venue used. | |

Contact tracing

- The hirer is required to keep a record of all attendees contact information, including name, email address or address and phone number.
- If requested, this information must be provided to public health officers or Council to assist in the management of the pandemic. The information should be securely stored, not used for any other purpose and deleted/destroyed after 56 days.

Personal hygiene

The hirer and their participants must follow good hygiene practises as below:

- Respiratory Hygiene: coughing/sneezing into elbow/tissue
- Hand Hygiene: use hand sanitiser or wash hands with soap and running water before starting an activity in the facility, using warm water if available
- Avoid shared use of equipment e.g. bring own yoga mat, water bottle etc.

Cleaning responsibilities

Sunshine Coast Council will:

- Provide hand sanitiser
- Display the correct COVID-19 and social distancing signage
- Engage professional cleaners to deep clean facilities

Hirers will clean the venue at the end of their event ensuring that they:

- Wipe all touch points (e.g. door handles, handrails, light switches, taps, control panels) and kitchen areas (e.g. benches, handles, appliances, control panels) with disinfectant
- Wipe down all equipment used (e.g. tables, chairs, benches) with disinfectant
- Remove all rubbish

Catering

- No self-catering at any of the *Community Spaces* is permitted. Only professional catering and delivery staff who are trained in safe working procedures for COVID-19 requirements, particularly regarding hygiene and food safety will be permitted.
- Crockery and cutlery is available for use at *Beerwah Community* and *Kawana Community Hall* only and must be washed in the commercial dishwasher after use.

Note: As a safety measure, all cutlery and crockery are unavailable for use at Kawana Island Meeting Place and Bellvista Meeting Place. All hirers will need to provide their own disposable items until it is safe for the crockery to be returned for community use.

Breach of conditions

Any breach of the Pandemic Protocols may result in:

- Closure of the event
- Refusal to accept future bookings
- Extra cleaning charges being incurred