

## City of Sydney Community Venues Covid-19 Pre hire check list

All hirers using the City of Sydney Community Venues must strictly comply with any measures at the Venue for public safety, infection control and contact management of Covid-19 recommended or required under any government order or direction, including restrictions on gathering and movement, use of premises, hygiene and safety requirements, cleaning, physical distancing and crowd control measures, record keeping and information exchange for the Hirer and the Hirer’s Employees. **These are subject to change**, and it is the responsibility of the hirer to remain up to date on any changes as and when they are made.

Please read and check each box to confirm your understanding of the requirements for accessing City of Sydney Community Venues for Hire

Requirements	I have read and understood this requirement
<p><b>Registration of participants</b></p> <ul style="list-style-type: none"> <li>Ensure that you and all participants register their details for contact tracing. As you enter, scan the QR code and enter your name and phone number or email address. This is required every time you attend. This can be completed on behalf of someone who does not have a phone but must include their details. This is a NSW Health requirement and will be used for contact tracing purposes, only if necessary.</li> </ul>	
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Communicate with attendees that they stay home if they are unwell, or have any signs of cold or flu including a cough, sore/scratchy throat, runny nose, shortness of breath or a fever.</li> </ul>	
<p><b>Venue hire capacity and requirements</b></p> <ul style="list-style-type: none"> <li>Comply with the venue hire capacities. This will be communicated through our booking process and displayed at each venue.</li> <li>Comply with any specified capacity requirements for the activity you will be undertaking during period of hire</li> </ul>	

<p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>• Maintain 1.5m physical distance from all people during your hire period.</li> <li>• Monitor communal areas where people may gather e.g. kitchen to ensure that appropriate physical distancing is in place (and adhere to advertised capacity numbers)</li> </ul>	
<p><b>Items to bring for your hire</b></p> <ul style="list-style-type: none"> <li>• Bring hand sanitiser and encourage your attendees to use on arrival and regularly through your booking as well as promoting regular hand washing</li> <li>• Bring cleaning and sanitising supplies to wipe down equipment, and key touch points (alarm pads, light switches, door handles, tables and chairs) before and after use.</li> <li>• Encourage <b>participants</b> to bring along their own water bottle, snacks, towels, exercise mats or other equipment</li> <li>• Provide gloves and cleaning detergent / disinfectant for use by your attendees as required</li> </ul>	
<p><b>Safety Plan</b></p> <ul style="list-style-type: none"> <li>• If you are a business, workplace or activity that is required to complete a safety plan, then this must be completed and a copy provided to Community Venues before you will be allowed back into venue.</li> <li>• I have provided a current copy of a Safety Plan (general or activity specific) to the Community Venues team</li> </ul>	
<p><b>Strategy in place</b></p> <ul style="list-style-type: none"> <li>• Have a strategy in place to manage gatherings which may occur immediately outside the premises e.g. drop off and pick up zones or staggered start and finish times</li> </ul>	
<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Clean frequently used hard indoor surfaces during the period of your hire with appropriate cleaning materials and practises e.g. if serving food in kitchen areas</li> <li>• Ensure that any people involved in cleaning or re organising furniture wear gloves and wash hands thoroughly Before and after with soap and water</li> </ul>	
<p><b>Catering conditions</b></p> <ul style="list-style-type: none"> <li>• Do not use self-service or buffet style for any food provided, encourage attendees to bring their own food and utensils</li> </ul>	

## Conditions of Hire

- I have read, understood and provided a signed copy of the updated Conditions of Hire (including Covid-19 Special Conditions) and my current Certificate of Currency (if requested) to the Community Venues team
- The checklist must be completed along with a valid Certificate of Currency, revised Conditions of Hire document including the Covid-19 Special conditions, and a copy of the relevant Safety plan provided before access to the Venue for Hire can be permitted.