

HUME CITY COUNCIL

VENUE SAFE GUIDE

VENUES AND COMMUNITY FACILITIES



MAIN SWITCHBOARD

INTRODUCTION

Your safety, along with the safety of your attendees, is our top priority.

The COVID-19 pandemic has had a profound impact on the way we live and work. Many industries have had to adapt and as a result we will be implementing new procedures to ensure your event* can be safely facilitated in this changing environment.

The purpose of the Venue Safe Guide is to establish the standards that will enable you to work with Hume City Council to safely facilitate your event at one of our venues or community facilities under the COVID-19 restrictions.

The Venue Safe Guide has been developed in line with Victorian and Australian Government advice and adheres to the relevant Hume City Council policies and procedures.

The Venue Safe Guide is applicable for all bookings across all of Hume City Council's venues and community facilities.



* Events are inclusive of meetings, classes, conferences, parties, weddings, faith-based services, social support and community group gatherings.

WHAT WE'RE DOING

Hume City Council has implemented a range of modified procedures across our venues and community facilities to ensure your event can be safely facilitated in this changing environment.



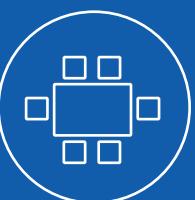
Staff training



Registrations



Staggered entry and exit



Layout and capacities



Fitted face masks



Cashless transactions



Signage



Sanitising stations



Cleaning and disinfection



Waste management

Staff training

All venues and community facilities staff have been trained in COVID-19 safety and sanitisation protocols. We conduct briefings prior to each event to confirm event-specific procedures. Staff have been briefed on the escalation process surrounding potential or confirmed cases of COVID-19.

Registrations

All event attendees will be required to register via a QR code upon entry to assist with rapid contact tracing based on Victorian Government guidelines. The QR code will be available at all entry points to the facility.

Staggered entry and exit

We will work with you on a staged entry and exit process for all events, as required based on numbers. If necessary, entry and exit will be ticketed, and times will be staggered to prevent congestion of attendees in common areas.

Layout and capacities

Floor plans and capacities of each space across all our venues and community facilities have been updated to include the four-metre square rule, while adhering to physical distancing (1.5 metres). This is based on the current density rules as directed by the Victorian Government.

Fitted face masks

The wearing of a fitted face mask that covers the nose and mouth is mandatory at all Hume City Council venues and community facilities unless there is a legal exemption. All event attendees (over 12-years-old), contractors and staff are required to wear a face mask at all times.

Cashless transactions

Any transactions completed at a venue or community facility must be completed electronically. No cash payments will be accepted.

Signage

Signage across our venues and community facilities has been increased to communicate the conditions of entry in English and other languages.

Sanitising stations

Hand hygiene is a vital part of containing the spread of COVID-19. Hand sanitising stations are available in the entry to and throughout each venue.

Cleaning and disinfection

Building on an already high standard of cleanliness, we have increased the frequency of routine cleaning throughout all venues and community facilities. There is an emphasis on the increased sanitisation of all high touchpoint areas.

Waste management

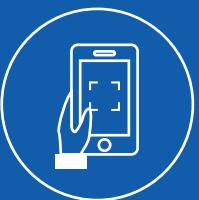
Waste management will increase in frequency along with the cleaning and sanitisation of bins.

CONDITIONS OF ENTRY

These conditions apply to anyone entering a Hume City Council venue, including all visitors, customers, staff and contractors. Hume City Council has the right to refuse entry to anyone that does not follow the required health and safety measures.



COVID-19 terms and conditions



Event registrations



Health declaration



Entry times



Your personal health



Sanitising stations



Face masks

COVID-19 terms and conditions

You will be required to agree to our COVID-19 terms and conditions, which may include providing a COVID Safe Plan for your event. The terms and conditions will be provided with your booking confirmation.

Event registration

We ask all attendees, including event organisers, to check-in via the provided QR code at entry. Attendees will be required to show confirmation of registration. Registration includes condition of entry for all bookings.

Health declaration

By attending or working at an event hosted at a Council venue or community facility you declare you do not have any symptoms, no matter how mild. You also declare you are not in isolation and are not awaiting COVID-19 test results. You may be required to submit an online health declaration form to this effect.

Entry times

Attendees will only be able to enter during their scheduled entry time. Anyone arriving early will be asked to wait outside the venue or in the car.

Your personal health

If you get tested for the virus, or have symptoms, no matter how mild, you need to stay at home and avoid contact with other people. You will need to do this until you either have a negative test result or your symptoms have gone - whichever is longer.

Sanitising stations

Everyone is required to sanitise their hands when entering a venue at one of the available sanitising stations.

Face masks

Visitors, customers, staff and contractors are required to wear a fitted face mask which covers the nose and mouth, unless they have a lawful exemption.



CONSIDERATIONS

The standards and guidelines in this plan have been developed in line with the Victorian and Australian Government's recommendations.

Given the ever-evolving nature of the COVID-19 pandemic, it is highly recommended you check the below resources regularly for the most up-to-date information.

Victorian Department Of Health And Human Services
coronavirus.vic.gov.au

Australian Department Of Health
coronavirus.gov.au

COVIDSafe App

Hume City Council encourages all hirers, contractors, staff and visitors to our venues and community facilities to use the Australian Government's COVIDSafe mobile app. The app securely records when you have been in close contact with other users of the app. This allows health officials to let you know if you have been in close contact with someone who has tested positive for coronavirus.

Find out more and download the app by visiting covidsafe.gov.au.



DISCLAIMER

All information in this document is of a general nature and should not be regarded as legal or medical advice or relied on for assistance in any particular circumstance or situation. In any important matter, you should seek appropriate independent professional advice in relation to your own circumstances. Hume City Council accepts no responsibility or liability for any damage, loss and expense incurred as a result of the reliance on this information guide. Events held at a Hume City Council venue or community facility are subject to advice from the Department of Health and Human Services. Visit coronavirus.vic.gov.au for the most up-to-date information.

