

COMMUNITY CENTRES AND HALLS FUNCTION HIRE

FREQUENTLY ASKED QUESTIONS COVID-19

Q. WHY DO I NEED TO HAVE A COVID-19 SAFETY PLAN FOR MY FUNCTION?

The Public Health Order (NSW) stipulates that community centres and halls must have a COVID-19 Safety Plan. You must comply with Council's COVID-19 Safety Plan.

A copy of the COVID-19 Safety Plan has been provided to you. You must take it to your function and make it available if requested by NSW Police.

Casual and Regular hirers must develop and update their own COVID-19 Safety Plan for their activities.

Failure to comply with the COVID-19 Safety Plan is an offense. Penalties apply.

You may wish to appoint a person to act as a COVID-19 Safety Hygiene Marshal at your function to ensure your guests follow the COVID-19 Safety Plan and NSW Government regulations.

Further information regarding Public Health (COVID-19 General) Order 2021 can be found at <https://www.nsw.gov.au/covid-19>.

Q: DO I NEED TO COMPLETE A COVID-19 SAFETY PLAN WITH NSW HEALTH?

You will need to follow Council's COVID-19 Safety Plan and ensure you understand the NSW Government rules and regulations.

If your function is classified as a 'significant event' you must complete your own COVID-19 Safety Plan that is specific to your event. You must do this prior to your function.

NSW Health has defined a 'significant event' as corporate event, wedding service, funeral or memorial service or a gathering following a funeral, memorial, or wedding service.

Further information regarding COVID-19 Safety Plans for a 'significant events' can be found at <https://www.nsw.gov.au/covid-19/covid-safe>

Q: WHAT WILL PENRITH CITY COUNCIL PROVIDE FOR CLEANING?

Penrith City Council will:

- clean the facilities prior to your function (eg floors, toilets, kitchens etc) using hospital grade disinfectant.
- provide basic cleaning equipment for you to use during your function and to tidy up after your function. This equipment includes a mop, bucket, dustpan, and broom.
- ensure toilet paper, hand soap, paper hand towel and hot water is readily available.

Q: WHAT ARE MY CLEANING RESPONSIBILITIES?

You are responsible for:

- bringing your own cleaning supplies such as disposable wipes, gloves, disinfectant, and hand sanitiser. Don't forget general cleaning items such as dish soap, dish towels, and garbage bags.
- disinfecting the tables and chairs before you use them.
- disinfecting frequently touched surfaces throughout your function (eg kitchen benches, door handles, tap handles, hand soap dispensers etc).
- providing hand sanitiser for your guests to use.

At the end of your function, you are required to tidy up, disinfect the tables and chairs before you put them away, and put all garbage outside in the external bin.

Q: WILL COUNCIL STAFF BE ONSITE TO ASSIST?

No. It is your responsibility to ensure that everyone complies with the COVID – 19 Safety Plan for your function.

However, if your function is classified by Council as 'high risk' you will be required to pay for security at your function. The role of Council's security is to minimise the risk of damage to Council property not to enforce COVID-19 safety.

Q: DOES COUNCIL NEED THE LIST OF THE PEOPLE WHO ATTEND MY FUNCTION?

The Public Health Order stipulates that you must record the name, phone number or email address of all guests, caterers, workers, and suppliers who attend your function or enter the facility during your booking time.

Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

The Public Health Order stipulates that if you are having a 'significant event', electronic check-in is mandatory.

QR Code check-ins are available at our facilities. If you don't have a Smartphone or QR reader you can still keep your own electronic record of attendees. Records must be kept for a period of 28 days. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Penrith City Council may also request a copy of the contact list which must be submitted to the Community Facilities and Recreation team within 48 hours of the request.

Q: HOW MANY PEOPLE CAN I HAVE AT MY EVENT? DO CHILDREN COUNT?

The Public Health Order (NSW) stipulates that there must be at least 2 square metres of space available for each person on the premise. Children are included in the 'head count'. Any person engaged to work at the function (eg Caterer, Photographer, Master of Ceremony etc) are not included in the head count.

Council will advise you of the maximum number of people you can have at your function. Maximum capacity is based on the total floor area available for activities (unencumbered space).

You are not permitted to have additional people in the outside area of the premise.

Chairs and tables should be placed to support 1.5 metres of physical distance where possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance. You may wish to arrange allocated seating to reduce mingling between groups where possible.

Q: DO MY GUESTS OR SUPPLIERS NEED TO BE VACCINATED AGAINST COVID-19?

You must take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and suppliers). This could include checking vaccination status upon entry and by only accepting valid forms of evidence of vaccination.

Q: HOW WILL I KNOW WHEN NSW HEALTH HAVE CHANGED THE RULES?

You can view the most up to date Public Health Order at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx>.

You are responsible for checking the most up to date Public Health Order and ensuring that you understand how any changes might affect your function.

Q: HOW ELSE COULD THE PUBLIC HEALTH ORDER AFFECT MY FUNCTION?

- *Is alcohol going to be consumed at your function?*

You are responsible for ensuring that alcohol is served responsibly. You may wish to consider whether you should engage an RSA Certified person to serve alcohol.

- *Is singing and dancing permitted?*

Singing and dancing is permitted indoors or outdoors for people.

- *How will you remind your guests to get tested and not attend if they are feeling unwell?*

Anyone with a cough, a sore or scratchy throat, shortness of breath, loss of taste, loss of smell or a fever (37.5° or higher) should be tested for COVID-19, even if symptoms are mild.

You may wish to include details on this on your invitations and leading up to your function.

Further information on when to get tested can be found at <https://www.nsw.gov.au/covid-19/symptoms-and-testing#people-who-should-get-tested>

- *How will you remind your guests to practice physical distancing (staying 1.5m apart) and reduce contact or mingling between groups and people seated at tables?*

You may wish to appoint a COVID Marshal/s to help you manage your function and ensure the COVID-19 Safety Plan is adhered to.

- *How will you minimise crowding at entry/exit points, in toilets or foyers?*

You may wish to have separate entry/exit points to the premise and signs to remind people to keep 1.5m apart.

- *How will you avoid congestion of people in communal areas, such as kitchens and bathrooms?*

You may wish to allocate people to spaces such as the kitchen to minimise additional people accessing. You may wish to appoint a COVID Marshal/s to help you manage congestion of people.

- *Do we need to wear face masks?*

Face masks must be worn by suppliers and guests in indoor areas, unless exempt. Council does not supply masks.

- *Are there other restrictions in the Public Health Order?*

Yes. You are responsible for ensuring you have read and understand what restrictions apply to your function.