**Facility Hire Checklist:**

**09 March 2022 – Canberra Ornithologists Group (COG)**

# Check your event can go ahead

COG hasreviewed the event and checked the current restrictions under Canberra’s Covid-19 Recovery Plan at [covid19.act.gov.au/restrictions/current-restrictions](http://www.covid19.act.gov.au/restrictions/current-restrictions)

COG haschecked the facility and set-up options

COG will ensure attendees have been informed about the conditions, process and restrictions associated with the event:

* wearing of masks
* use of the Check In CBR app on entry
* encouraging physical distancing of at least 1.5 m between people
* recommendations for handwashing
* individuals who are unwell or have COVID-19 symptoms are not to attend

# physical distancing

COG will use signage to communicate entry and exit points and participation areas, minimization of contact, and maintenance of recommended physical distancing

# keeping people healthy

COG will place signs at entry points to instruct participants and visitors not to enter the venue if they are unwell or have COVID-19 symptoms, and to go home if they become unwell

the ‘Check In CBR’ app will be used to collect participant’s contact details, with the QR Code displayed at the entrance to the venue. COG will keep a record of the names and contact details of all attendees who do not have the ‘Check In CBR’ app on their phone, and will provide a copy of this list to the CGGS if requested

COG will require participants to wear masks inside the venue, except that the speaker may remove their mask for the duration of their talk

COG is familiar with the protocols for notifying health authorities of issues or suspected COVID-19 cases

COG will contact CGGS immediately if a COVID-19 case is confirmed amongst attendees

# hygiene and cleaning

To reduce surface contact, entrance doors will be kept open until all participants have arrived, and similarly will be opened at the end of the meeting.

COG will instruct everyone to practice good hygiene by frequently cleaning their hands. Hand-washing should take at least 20 to 30 seconds, washing the whole of each hand, covering all areas with soap before washing with water.

As hand-washing facilities are not readily available in the rooms mostly used, COG will provide an appropriate alcohol-based hand sanitizer.

Physical contact and sharing of equipment will be kept to a minimum, and COG will ensure there is the appropriate number of people according to any restrictions applicable.

Participants will be encouraged to maintain 1.5 m distancing, such as by maintaining two spare seats between people or members of the same family or group of close contacts

At the conclusion of the meeting, all high-contact surfaces touched will be wiped down, in particular light switches, door handles, and projection and sound equipment. COG will bring its own anti-bacterial wipes.

COG will limit use of communal facilities such as toilets

# review and monitor

COG will regularly review its systems of operation to ensure they are consistent with current directions and advice provided by health authorities at [covid19.act.gov.au/restrictions/current-restrictions](https://www.covid19.act.gov.au/restrictions/current-restrictions)

Date this checklist was completed ……………………………………….....................................................................

Organiser completing this checklist ………………………………………………………………………………………………………