

# Hills Hub COVID Safe Procedures

## Physical distancing and personal hygiene procedures

People are not to enter the Hub if:

- they are unwell and/or have a fever, chills, sore throat, cough, runny nose, loss of sense of smell and/or
- have had contact with a suspected/confirmed case of COVID-19 in the past 14 days and/or
- have returned from overseas (or from a Code Red or Orange zone) in the past 14 days

Persons entering the Hub are encouraged to download the COVIDSAFE app.

All persons entering the Hub agree to:

- wear a facemask in line with Government restrictions (unless they have an authorised exemption)
- abide by these physical distancing and personal hygiene procedures
- inform the Hills Hub Place Maker and DHHS if they are diagnosed with, or become a close contact of someone diagnosed with, COVID-19, within 14 days of attending the Hills Hub

On entering the Hub, all persons are required to:

- Sanitize their hands upon entry to the Hills Hub
- Register their attendance either by scanning the Hills Hub QR Code or by signing-in manually on the paper-based attendance register.

Additional hand sanitising stations are also set up in both the Community Lounge areas (i.e. Ground floor and First Floors).

Group leaders/organisers are responsible for providing own disinfectant wipes & hand sanitiser for their group's activity/event

Group leaders/tutors are to disinfectant tables, door handles, switches/controllers at the end of their session (in addition to usual room exit procedures).

Room limits within the Hills Hub are as follows: Please ensure you check DHHS/Victorian Government advice to ensure your activity is conducted in accordance with current restrictions.

Room	Maximum capacity	
	4m <sup>2</sup> /person	2m <sup>2</sup> /person (QR Code)
Multipurpose Room 1	20 people	40 people
Multipurpose Room 2	20 people	40 people
Multipurpose Room 3	20 people	40 people
Arts Space	18 people	36 people
Training Room 1 & 2	16 people	32 people
Meet Space	7 people	14 people
Meeting Room	5 people	10 people
Workshop	20 people	40 people
Office	5 people	10 people

This maximum number of patrons permitted in the building at any one time is 150. The Hills Hub Place Maker will work with community groups to ensure numbers remain within these limits.

## Hills Hub COVID Safe Procedures

The community tea stations are not to be used i.e. no tea/coffee making (Staff exempt), unless one volunteer is nominated to make all the teas/coffees for their group. This volunteer must sanitise their hands & use disposable gloves before using tea station, use tongs as necessary, disinfect surfaces and all common touch points after use (e.g. kettle, fridge/drawer handles etc.) Please also ensure that the 'sanitise' setting is used on the dishwasher.

Door handles and handrails will be wiped down regularly each day with disinfectant and wipes/disposable cloths (and wipes/cloths discarded after use)

The Hub will be professionally cleaned at least twice per week (this will be reviewed as usage increases)

Furniture within the Hub (e.g. Training Rooms, Community Lounge) areas are not to be moved. Please speak with the Place Maker if you wish to reconfigure the furniture in a room, as chairs etc. have all been spaced 1.5m apart.

Government COVID-19 posters are displayed throughout the Hub.

### Cardinia Shire Staff

Cardinia Shire Staff working from the Hills Hub will abide by the Cardinia Shire Council COVID-Safe Plan.

### Suspected or Confirmed COVID-19 Case

If the Hills Hub Place Maker is informed of a suspected or confirmed case at the Hills Hub (or is exposed to a suspected or confirmed case) they will advise the Manager Pandemic Response and Emergency Management & Coordinator Risk, Health and Safety immediately (CC: Manager Child & Family Services), and follow their directions e.g. Provide copies of attendance sheets to relevant persons to assist with contact tracing, if required.

### Training

All Community Groups will be provided with a copy of these procedures prior to returning to the Hub and representatives from each of these groups will attend a Hills Hub COVID Safe Induction Session prior to their service resuming

### Hills Hub Users (e.g. Licensees/Room Hirers)

Hirers must confirm with their insurance company that their activities are covered during the COVID-19 pandemic and provide Council with evidence of this.

Hirers must always adhere to the Victorian Government's COVID-19 restrictions.

Hirers must contact DHHS and the Hills Hub Placemaker immediately by email [hills.hub@cardinia.vic.gov.au](mailto:hills.hub@cardinia.vic.gov.au) and phone 1300 787 624 if they are made aware that one of their staff/visitors/participants (or anyone they have brought into the Hills Hub) has a confirmed case of COVID-19 or has become a close contact of a person with a suspected or confirmed case of COVID-19, within 14 days of visiting the Hills Hub.

Hirers are responsible for inducting their participants in the above procedures and for ensuring that they are followed. Failure to do so may result in cancellation of your booking.

In addition to following the above procedures, all Room Hirers must submit their own [COVID-Safe Plan](#) specifically addressing their event/activity to the Hills Hub Placemaker prior to any booking being confirmed. All members must adhere to the Hills Hub COVID Safe Procedures AND their organisation's COVID-Safe Plan.

### Review

These procedures will be reviewed regularly by the Hills Hub Operations Group to ensure that they are keeping up to date with Victorian Government Restrictions and relevant Cardinia Shire Council policies and procedures. Please be aware that the situation is constantly changing.