

## COVID Safe Agreement and Checklist for Venue Use and Hire

The purpose of this agreement and checklist to ensure that all library meeting room hirers are aware of the Victorian Government COVID-19 directions and are committed to providing a safe environment for all participants, members, other venue hirers or workers.

As such, each hirer must be able to demonstrate that they have taken reasonable steps to comply with the Government directions and avoid a foreseeable risk of harm to those that attend their activity or event.

Based on the information provided, Council will advise whether your use or hire can go ahead. Please await this approval before planning your return to the library.

Please note that you will need to complete one form for every activity or group you facilitate.

|  |  |
|--|--|
| NAME OF LIBRARY:   |  |
| Hirer Details  |  |
| Hirer Name:  |  |
| Contact name:  |  |
| Phone number:  |  |
| Email address:   |  |
| Address:   |  |
| Number of expected attendees (per session):                          |  |
| Provide a short overview of what your group does within the library: |  |

| Safety Checklist                                      |   |     |    |                |
|---|---|-----|----|----------------|
| Ref   | Checklist Guidance  | YES | NO | Hirer comments |
| <b>1. COVID Vaccination Status</b>                    |   |     |    |                |
|   | In accordance with current Victorian Government COVID 19 Guidelines, all staff, program participants, volunteers and visitors to public libraries must be fully vaccinated unless exemption applies.  |     |    |                |
| 1.1   | Have you advised all your staff, volunteers, participants and visitors that they must be fully vaccinated unless exempt?  |     |    |                |
| 1.2   | All Attendees to the library are required to be fully vaccinated. How will you verify the vaccination status of all those in attendance for your event at the library?  |     |    |                |
| 1.3   | What other measures have you taken to ensure all your staff, volunteers, participants, visitors are able to comply with the public health directions?   |     |    |                |
| <b>2. COVID Check-in Marshal</b>                      |   |     |    |                |
| 2.1   | List the name of the person appointed COVID Check-in Marshal. Responsible for greeting all persons at entry and ensuring all persons scan the QR code upon entry into the venue: <i>This person will be required onsite for the duration of each booking.</i> |     |    |                |
| <b>3. Physical Distancing and Number Restrictions</b> |   |     |    |                |
| 3.1   | Have you provided education/communication on physical distancing to all members/participants to   |     |    |                |

|                   |   |  |  |  |
|-------------------|---|--|--|--|
|                   | comply with current restrictions?   |  |  |  |
| 3.2               | Please outline how you will manage to limit the number of attendees permitted in the space ( <b>based on current density quotients</b> ) to maintain physical distancing: <i>For example: managing exit and entry, sign up restrictions, adjustments to timing, physical distancing indicators to restrict the number of people in an enclosed space to a maximum of 1 person per 4 square metres</i> |  |  |  |
| 3.3               | What systems and strategies have you the hirer implemented to communicate to members and participants any ongoing changes to safety considerations and operational practices necessary in line with changing state restrictions?  |  |  |  |
| <b>4. Hygiene</b> |   |  |  |  |
| 4.1               | Please outline the measures you will implement to protect users against COVID-19 such as: <ul style="list-style-type: none"> <li>- Ongoing use of hand sanitiser and wipes</li> <li>- Regular cleaning of equipment and resources throughout your booking</li> <li>- Regular hand washing</li> <li>- Restricting access to any areas that remain non-accessible</li> </ul>                            |  |  |  |
| 4.2               | Please outline how you will manage the wearing of masks by all attendees throughout your booking.   |  |  |  |

|                   |  |  |  |  |
|-------------------|--|--|--|--|
| 4.3               | Have you provided information on COVID-19 hygiene protocols and practices to all group members?  |  |  |  |
| 4.4               | Have you provided information on COVID-19 symptoms and transmission to all group members?  |  |  |  |
| 4.5               | Have you advised participants to not attend if unwell?   |  |  |  |
| 4.6               | In the event of an outbreak, all attendees must be notified. Please outline how you will record the name and phone number of those in attendance and what steps would be followed to notify attendees to the event of an outbreak: |  |  |  |
| <b>5. General</b> |  |  |  |  |
| 5.1               | Have you completed risk assessment prior to resuming your sessions?  |  |  |  |
| 5.2               | <b>What are your key risk/s?</b>   |  |  |  |
| 5.3               | What strategies have you put in place to mitigate identified risk/s?   |  |  |  |

**Signed by (signature):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS AGREEMENT IS NOT ACCEPTED UNTIL THE BELOW HAS BEEN COMPLETED BY LIBRARY MANAGEMENT.**

**Approved by (signature)** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_