

**COVID-19 Bookings
Terms and Conditions
Gladstone Park Community Centre**



Important terms and conditions in addition to the conditions of use and hire agreement that you received when completing the original booking form.

The purpose of this document is to outline expectations and conditions associated with the hiring of any area at Gladstone Park Community Centre during COVID-19. Please note, the following terms and conditions have been designed based on the recommendations and restrictions put in place by the State Government and the Deputy Chief Health Officer and may change at any time.

COVIDSAFE REQUIREMENTS

From 10.00am on Wednesday 3rd November 2021, the following restrictions apply:

Face masks must be worn:

- Indoors, except in private homes or with an exemption

Density quotient and physical distancing

- 1 person per 4 square metre rule applies with no group limit
- Participants and visitors must maintain physical distancing of 1.5 metres
- Allow for extra time between appointments to avoid queuing
- Comply with the maximum capacity signage in each individual space
- All patrons and attendees over the age of 16 must be fully vaccinated

Condition of Entry

- Everyone over the age of 16 must be fully vaccinated

Proof of vaccinated status can be provided with:

- A COVID- 19 digital certificate
- A printed copy of COVID-19 digital certificate
- A printed copy of Immunisation history statement

The following questions **MUST** be answered

What processes have you put in place to ensure participants attending your booking are using face masks appropriately?

Display of posters and verbal reminders to class members throughout activities

What measures have you put in place to deal with participants that do not have their own face mask?

Instructions to bring their own mask, supplies available in each room

What processes have you put in place to ensure all attendees over the age of 16 are fully vaccinated before entering the facility?

Request visual proof of person's vaccination during entry

What steps will you take to ensure that you capture the name and mobile number (or email address) of all attendees upon arrival?

Book is provided for signature and contact details for those without mobile files

What measures have you put in place to identify and notify close contacts in the event of a positive case attending the booking during their infectious period?

Class list with contact details plus attendance sheet marked off each session

How many people are you expecting to attend your booking?

Room Limit - Max

Record keeping and contact tracing

People entering the centre will be required to check in by scanning any of the QR code posters located in the hall, all rooms and foyer by using the Service Victoria app. See example below.



CHECK-IN
NOW

Hume City Council
13 South Circular Rd GLADSTONE PARK
Gladstone Park Community Centre

Location code L5F GHH

- 1 Use your phone to scan the code
- 2 Enter your first name and phone number
- 3 Look for the tick
You're now checked-in

Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **L5F GHH**



Service Victoria is the State Government's dedicated customer service agency.
We will only use or disclose your check-in information for coronavirus (COVID-19) contact tracing.
We'll delete your data within 28 days. Your details won't be used for marketing or other purposes.
Learn more: service.vic.gov.au/check-in



Covid-19 Safety Plans require business and organisations to collect visitor details when checking into venues. In line with the latest State Government restrictions, this record keeping needs to be an electronic record keeping system (QR check-in system). Find more information here

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-summer>

Collecting this information will make contact tracing more efficient.

In summary you must:

- Use an electronic check in system
<https://www.coronavirus.vic.gov.au/register-to-use-vic-qr-code-service>
- Keep the name and mobile number or email address of the participant/visitor for 28 days

Agreement and Declaration

- I will ensure to adhere to physical distancing regulations and have physical distancing guidelines for myself and participants throughout my booking duration.
- All information in relation to my booking is accurate.
- I understand that these terms and conditions are in addition to our conditions of use and hire agreement that I have signed when completing the original booking form.
- I understand my record keeping and contact tracing responsibilities.
- I understand the proof of vaccination requirements, and that myself and everyone over the age of 16 must be fully vaccinated before entering the facility.
- I understand Gladstone Park Community Centre's capacity limits based upon the current level of restrictions.
- I will immediately notify the GPCC booking officer (**0412 403 082**) and WorkSafe Victoria on **13 23 60** if I have identified a person with coronavirus at my booking.

Full Name: Tutors Name

Group / Organisation / Business Name:

U3A Hume – Class Name (e.g. Huff n Puff)– Day (e.g. Monday)

Time (e.g. 10.30 – 11.30) Location (e.g. White Room)

Signature:

Email: Tutors email address

Date:Date signed copy received

Please return to: bookingsgpcc@gmail.com