

COVID-19 Safety Plan

Organiser/Hirer name	
Contact number	
Email	

Description of activity	
Location	
Duration of activity Eg – one hour, two hours each week for four weeks	
Proposed date of commencement	
Gathering numbers – how many people are you proposing for this event/activity? Ensure you have checked any relevant floor plans for maximum capacity applying the 1 person per 4sqm requirement	
Attendance Register - a register of attendees at your activity must be kept. This will help Public Health to contact trace if a positive case of COVID-19 is found in the venue to be kept by the organiser	
Handwashing & hygiene – how will you manage hand hygiene for this activity? eg – hand sanitiser available, participants bring own crockery/cutlery	
Social distancing – how will you manage social distancing for this activity? eg – signage, ground markers, furniture placed in a way that discourages people sitting next to one another	
Cleaning – what cleaning/disinfecting processes will be in place and relevant? eg – if you use shared equipment etc	Check list and cleaning register will be provided by Council to be signed by organiser.

Controls to address/minimise risks to the public eg – limiting numbers, booking system, signage, activity conducted outside, regular cleaning of touched surfaces, hand sanitiser readily available, signage	
Signage Relevant endorsed signage is to be installed in each facility	Signage will be provided by Council

Make sure you have considered and addressed these messages when making arrangements with your clients/members:

- Hand hygiene
- Respiratory hygiene (cough/sneeze)
- Social distancing
- Staying at home if unwell

Note:

- Users are advised on other ways to limit spread of germs including not touching their face, cough/sneezing into their elbow or disposable tissue, staying home if feeling unwell.

Signed (Officer)	
Date	

Approval process

Please submit this form to kc@kingborough.tas.gov.au Approval from the Council must be granted prior to the activity commencing. Please submit this form as soon as possible.