



COVID-19 Health & Safety Measures.

Anyone who meets the following criteria must not enter the building or attend programs at this time:

- Been in close contact with a confirmed case of coronavirus in the last 14 days.
- Been overseas in the past month.
- Showing any cold or flu-like symptoms (cough, cold, sore throat or fever).
- Even if your symptoms are not related to coronavirus, please refrain from visiting the community house until you are fully recovered.

Entry & Exit of Building:

- Only tutors, students or those with booked appointments are allowed entry to CCH.
- Persons must enter only through the front door and exit via the back door.
- Please ring doorbell to let CCH staff know you have arrived.
- CCH staff will let 2 people into the building at a time to maintain social distancing.
- Upon entry hands must be sanitised & a face mask must be worn.
- Persons must read and sign attendance declaration.

Social Distancing:

- Rooms have been set up by CCH staff in accordance with social distancing guidelines.
- Classrooms have a maximum capacity of 10 students & 1 tutor per room.
- Students & tutors will be spaced out over multiple rooms if necessary.
- Follow entry and exit points - where possible.
- Students and tutors are to maintain 1.5 metres apart where possible.

Health & Hygiene:

- All persons are required to use hand sanitiser before/during/after class.
- All persons must wear a facemask while at CCH as mandated by DHHS.
- Students will be provided with equipment kits - where possible and necessary.
- All equipment used must be cleaned before and after use.
- Class will break every 2 hours to allow cleaning of surfaces.
- Persons must bring their own cup/mug, drink bottle, crockery, cutlery etc.
- Persons must not attend CCH if unwell. Any person appearing unwell will be requested to go home immediately.

Cleaning:

- All cleaning follows the guidelines listed in the 'Cleaning & disinfecting to reduce COVID19 transmission' provided by the Victorian Department of Health & Human Services.
- Classrooms are cleaned at the start & end of day, as well as sanitising of rooms in use, at least every 2 hours.
- All frequently touched surfaces throughout the building are sanitised regularly.