

## **Covid-19 Guidelines: Health & Safety**

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

- Been in close contact with a confirmed case of coronavirus in the last 14 days.
- Been in close contact with someone awaiting test results.
- 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 participating until you are fully recovered.

### **Entry to Building:**

- Building is closed to the general public and doors remained locked at all times.
- Only persons enrolled in courses or people with booked appointments are allowed entry to CCH.
- CCH staff will let 2 people into the building at a time to maintain social distancing.
- Upon entry hands must be sanitised.

### **Contact Tracing:**

- All persons must register their attendance on the sign-in sheet provided, please include;
  - Name & postcode.
  - Date.
  - Time.
- Persons will be automatically signed out at the conclusion of the program or service.
- CCH will keep the records on file for 28 days, where after, they will be destroyed.

### **Health & Hygiene:**

- All persons must wear a facemask as mandated by DHHS.
- All persons are required to use hand sanitiser before/during/after their time at CCH
- Cover your nose & mouth with a tissue when you cough or sneeze, dispose of used tissue immediately and wash/sanitise hands. If no tissue, cough or sneeze into your upper sleeve or elbow.
- Try not to touch your eyes, nose or mouth.
- No physical contact e.g. handshakes, high fives, hugging etc.
- Students will be provided with equipment kits - where possible.
- All equipment used must be cleaned before and after use.
- All persons must bring their own cup/mug, drink bottle, crockery, cutlery etc.
- Persons must not attend the CCH if unwell. Any person appearing unwell will be requested to go home immediately.
- Hands are to be sanitised before cleaning tools/equipment.
- Tools/equipment must be cleaned before & after use with disinfectant spray & paper towel provided.
- After cleaning, paper towel is to be disposed of immediately and hands washed/sanitised.

**Social Distance:**

- Room numbers have been capped in accordance with social distancing guidelines:
  - Classrooms: 11 people.
  - Art Rooms: 10 people.
  - Art Studio: 10 people.
  - Kitchen: 8 people
- Rooms have been set up by CCH staff in accordance with social distancing guidelines.
- Follow entry and exit points - where possible.
- All persons are to stay 1.5 metres apart where possible.

**Cleaning:**

- All cleaning follows the guidelines listed in the 'Cleaning & disinfecting to reduce COVID-19 transmission' provided by the Victorian Department of Health & Human Services.
- Rooms are cleaned before & after programs or services take place.
- All frequently touched surfaces throughout the building are sanitised regularly.