

Covid-19 Guidelines: Classrooms, Art rooms & Studio

Anyone who meets the following criteria **must not enter the building 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.

Health & Hygiene:

- All persons must wear a facemask as mandated by DHHS.
- All persons are required to use hand sanitiser before/during/after program.
- Rooms are cleaned and sanitised by CCH staff before & after scheduled program or service.
- 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.
- Students will be provided with equipment kits - where possible and necessary.
- All equipment used must be cleaned before & after use.
- No physical contact e.g. handshakes, high fives, hugging etc.
- Persons must not attend CCH, CCH programs or services if unwell. Any person appearing unwell will be requested to go home immediately.

Social Distance:

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

Contact Tracing:

- All persons who enter the building are required to complete an attendance declaration form. Form must include the following information:
 - Name.
 - Contact number.
 - Date & postcode.
- If you're part of a program you 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.