

## Level 2 Health and Safety Covid -19 Protocol

Updated 13 May 2020

- Users are responsible for the health and safety of participants within their group or booking and ensuring their participants are aware of the Level 2 Health and Safety Covid-19 Protocol at the Glenfield Community Centre.
- Users will be the key contact with the Glenfield Community Centre administration, and they will be responsible for communicating any changes to health and safety policy and procedures to their group or clients.
- Glenfield Community Centre will supply contact tracing forms, however, it will be the user's responsibility to collect this information at each booking from every person who attends until such time as it is no longer required by any health and safety regulations. These forms are to be completed for each booking and placed in our Attendance Register box near the kitchen.
- We acknowledge the information collected for tracing purposes is personal information and shall not be used for any other purposes. The contact tracing forms will be kept secured in the Centre's Administration Office. These documents will be scanned weekly onto our secure server and the hardcopy destroyed.
- If any participant or client refuses to provide the information required for contact tracing, they will not be able to attend the Centre.
- Users agree that all contact information gathered from participants is to be used for the sole purpose of Government tracing of Covid-19 infections.
- Once contact tracing information is no longer required, this information will be deleted from our server, Glenfield Community Centre will not share this information with anyone else other than the Ministry of Health.
- All Users, clients and class participants are responsible for reporting any risk of Covid-19 infection to Glenfield Community Centre management as soon as it is recognised.
- Participants shall be asked to leave the House immediately if they show any cold or flu-like symptoms and the Glenfield Community Centre Manager shall be advised as soon as possible.
- Users will be responsible for their group and clients adhering to the restrictions on social distancing, class size (maximum of 10 persons per space), use of Personal Protective Equipment (PPE), and hand washing, including interactions with Centre Staff and others on the property.
- Users, clients and class participants will only use the room allocated to their group for the time specified on the booking up to a current maximum of 2 hours. Entry and exit must be within the booking time.
- Hygiene changes on site at Glenfield Community Centre to support Users and participants include:
  - Supply of hand sanitiser at the entry doors and the directive for all persons entering the Centre to use it.*
  - Glenfield Community Centre has cleaners every evening that are cleaning all high touch surfaces with hospital grade disinfectant.*
  - There will also be hospital grade disinfectant and cleaning products made available in the rooms for Users to wipe down all tables, chairs, whiteboards, door handles and other surface before packing down and leaving the space.*
  - The kitchen will remain closed during Level 2 except to those persons wanting to hire it for food preparation. Users should make their own arrangements in the interim.*

I agree to abide by these health and safety requirements:

Name:

Signed:

Group Name (if applicable):

Date: