

Community use operators on NSW school sites

Acknowledgement from operators

I have reviewed the most recent AHPPC Guidelines and NSW Health advice on COVID-19 and confirm that I can comply with the requirements outlined.

I have reviewed the current NSW Public Health Orders and I understand the current requirements and directions in place for hygiene, physical distancing and record keeping.

I have a COVID-19 Safety Plan and I will update this plan as restrictions and advice change.

I confirm that I am willing to adhere to the NSW Public Health Orders and will operate within the limits of those orders and any reasonable direction by the school.

I agree to immediately inform the school if a breach of a NSW Public Health Order occurs while I am using the school facilities under the community use agreement.

I agree to leave the site clean and tidy at the completion of use including the wiping down of all high touch surfaces in the room/s utilised using disinfectant.

I acknowledge the site expectation and user requirements outlined overleaf.

I agree to immediately cease operating in the event that I cannot meet the current requirements for hygiene and physical distancing or I am directed by the school or the Department of Education to immediately cease operating.

I note that my use of the school facilities under a community use agreement is not considered an exempted gathering under Public Health Orders and restrictions.

.....
Name of operator

.....
Signature of operator

Site expectation	Community user requirement/service provider
Compliance with AHPPC or other relevant health advice	<ul style="list-style-type: none"> Have documented plans in place in accordance with requirements relevant to the business, group or activity being conducted at the site. This includes approvals from council, compliance with public health orders or other health requirements where appropriate.
Services open for business in the community	<ul style="list-style-type: none"> Check any current restrictions on businesses. Find the latest NSW Government information on what you can and can't do under the rules.
Practise good hygiene when on the school site	<ul style="list-style-type: none"> Have systems in place which promote the requirement and check that people attending the school site are well and exclude those who are unwell. Have in place at all times soap for each bathroom facility to be used and hand sanitiser. Hand sanitiser is to be accessible at a prominent location where people check in/arrive and at other location(s) where multiple rooms are used/accessed by the community user. Require and remind persons on site to wash their hands frequently with soap and water and/or use hand sanitiser before commencing activities conducted on the site, and at regular intervals. Supply tissues and remind persons on site to cough into their elbow or tissue and immediately dispose of in a bin. Display <u>NSW Health posters</u> on stopping the spread and hygiene and handwashing.
Maintain physical distance from others	<ul style="list-style-type: none"> Adhere to the <u>relevant square metre rule</u> to ensure the number of people on the site or in the area does not exceed capacity requirements. Comply with public health restrictions on the number of people allowed to participate in the community use activities on the school site. Reduce crowding and promote physical distancing with markers on the floor (eg tape) and limit any seating within the area. Limit adult participation in community use activities where students are participating (curriculum and extra-curriculum purpose). Ensure people maintain 1.5 metres physical distancing at all times. Where possible, stagger start times or breaks for activities. Require all people to leave the site when they have completed their activities. Maintain attendance details for people participating in community use activities to support contact tracing if required.
Hygiene	<ul style="list-style-type: none"> Do not display or hand out hard copy materials that cannot be wiped down daily or between uses. Require people to maintain their own personal items (such as drink bottles and food) and discourage sharing of these items. Encourage contactless payment options.
Clean any shared items	<ul style="list-style-type: none"> Clean any school equipment with detergent and water or disinfectant at the end of activities. Require people participating in activities to bring their own items and equipment where possible to minimise sharing between participants. Have in place a protocol to ensure the cleaning of shared items before use and between uses.
Keep our school environment clean	<ul style="list-style-type: none"> Clean all surfaces utilised including all high touch areas (chairs, tables, door handles and railings etc) with detergent or disinfectant before leaving the site. Clean high touch areas with detergent or disinfectant between activities where relevant. Remove any rubbish and empty any bins before leaving the site.
Maintain records	<ul style="list-style-type: none"> Ensure information is recorded, stored confidentially and securely for at least 28 days for the purpose of contact tracing

AHPPC: <https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committeeahppc>

NSW Government Restrictions: <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

COVID Safe business advice: <https://www.nsw.gov.au/covid-19/covid-safe-businesses>