



FUNDRAISING COMMITTEE COVID-19 SAFETY PLAN UPPER LACHLAN SHIRE COUNCIL

REQUIREMENTS FOR HIRE / USE OF PUBLIC AND COMMUNITY AREAS FOR CROOKWELL

Fundraising Committees will now need to ensure they have a COVID-19 safety plan and that committee members adopt Council stallholder's procedure when fundraising outside this public area.

Below are the requirements for the committee and attached details of what must be implemented as part of the committees COVID-19 safety plan. This includes ULSC COVID-19 Safety plan, stallholder's procedures and the booking process/ form.

Stallholders Procedure

- Stallholders must first enquire with ULSC availability of space (contact Customer service team or council@upperlachlan.nsw.gov.au)
- Stallholders can use public areas designated for stall holders approved by Council
- Stallholders can use areas in front of shops (If choosing outside IGA the stallholder is limited to Thursday/Friday/Saturday mornings only)
- Unless prior approval from General Manager (i.e. special events) other days are off limits.
- Stallholders will use specific area for their stall, marked area to be in agreement with ULSC.
- Stallholders cannot approach customers entering shopfronts
- Stallholders must adopt a COVID-19 safety plan, have insurance and sign a booking form.

Wellbeing of users / visitors

- If you or someone attending has been unwell please ensure you/they do not attend.
- Provide volunteers with information on COVID-19, including when/where to get tested, physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Ensure COVID-19 safety plans are in place and readily available at site should police/ COVID-19 Marshalls request to view

Physical Distancing

- One person per space per 4 square metres. 1.5 metre distancing applies
- Calculate the floor area of the space to determine the maximum number of people who can safely occupy the space (one customer per 4 square metres of space).
- Use signage to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.
- Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a rope, table
- If seating is required, move or remove seating to comply with 1.5 metres of physical distance where possible
- Ensure that a strategy is in place to manage gatherings that may occur immediately outside the premises.
- Encourage workers/volunteers to stay at stalls

Hygiene and Cleaning

- Adopt good hygiene practices.
- Ensure you have sanitizer and disinfectant wipes/spray available.
- Clean frequently used items/areas e.g. tables or fundraising buckets.
- Clean before and after use with detergent / disinfectant
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask Volunteers to wear gloves and wash hands thoroughly before and after their shift with soap and water.
- If items to be viewed, encourage visual inspection where practical and provide hand sanitiser for visitors / customers to use before and after handling objects. Wipe down objects accordingly after use.
- Consider removing printable pamphlets and instead use digital channels e.g collate emails to send information.
- Look to implement tap and go options for payments or not contactable payment/donation methods.

Record Keeping

- Ask Volunteers/workers to keep a record register of full name, contact phone number and/or email address for all volunteers, visitors and contractors who visit the site for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Ensure you keep a copy of all booking forms e.g. Date, Time and volunteers who were involved. This is to ensure compliance with the public health order.
- If a child attending please ensure parents/guardians have provided the above contact details and include full name of the child.
- Make volunteers, visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

NSW Health may make contact in relation to a positive case, if this occurs please cooperate. If made aware of a case please contact SafeWork NSW on 13 10 50 to update them of this situation.

Bookings

All bookings must be emailed through to Council so an electronic copy is kept for the register and the shopfront can be contacted by Council to notify them of use.

Committees must ensure that the signed booking form, insurances and COVID-19 safety plan is submitted via email to Council and the go-ahead received before the booking will go ahead.

If arranging set up please contact IGA Crookwell/ Floyd Davies via email floyd@daviesinvest.com to notify them of your booking. Ensure you include a copy of your booking confirmation from Council.

Booking Form

Please email council@upperlachlan.nsw.gov.au a copy of your signed booking form including pages 1 - 2 of this document to agree you have read and accept the above. Please ensure the below is also provided.

- COVID-19 officer's details (full name, email and contact number)
- Insurances (public liability)
- Business / Committee COVID-19 safety plan

For assistance with COVID-19 Safety plans head to <https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-non-food-markets.pdf>

ANSWER THE BELOW QUESTIONS (CIRCLE YES OR NO)

- Is it a non-profit organisation? YES / NO
- Is it represented by a Committee established in the Upper Lachlan Shire Council? YES / NO
- Does the organisation have public liability insurance with an indemnity limit of \$10 million as a minimum? YES / NO
- A certified copy of the public liability insurance policy is attached to this application? YES / NO

(If the answer to all the above is YES proceed with this application)

Full Name	
Organization / Committee	
PO Box or Address of Organization / Committee	
Phone number	
Email	
Site Location e.g IGA/Amenities block	
Date	
Time (from and To)	
How many volunteers are attending	
COVID-19 Safety Officer full name	
COVID-19 Safety Officer phone number	
COVID-19 Safety Officer email	
**Note to understand the role of a COVID Officer head to https://www.safeworkaustralia.gov.au/officer-duties-covid-19	

I have read the above and agree to the COVID-19 safety plan and requirements from Upper Lachlan Shire Council.

Full name

Signature

Date

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