

HIGHLANDS GARDEN SOCIETY BOWRAL INC.

POLICY & PROCEDURE:

COVID-Safe OPERATION OF FRIENDSHIP GARDENS BY THE SOCIETY

POLICY:

It is the Policy of the Highlands Garden Society Bowral Inc. to ensure that any meeting of members, whether within a formally gathered meeting or Friendship Garden, or other event for which the Society is responsible, that a procedure, compliant with NSW Government legislation related to COVID-safe regulations pertaining on the date of the meeting or gathering, be in place.

PROCEDURE:

Item	Procedure	Implementation & Verification
1	<p>Ensure all members have been advised that an event will be held, but only within the COVID-Safe guidelines of the NSW Government relevant on the date of the event. Each announcement will be preceded with the statements:</p> <p>"Stay home if you are unwell or have been tested for COVID-19 and are in required isolation until results confirm you are COVID-negative.</p> <p>"Stay home if you have been in contact with a known or suspected COVID-19 case ."</p>	<p>Email members, and/or publish in The Bulletin + reminder on arrival and display of Care process.</p>
2	<p>Encourage the use of compliant facial Masks by all attendees, with special recognition of membership age profile.</p>	<p>On arrival if someone is not wearing a mask request they consider doing so. Have on hand some spares to issue that are sanitised and not touched by un-sanitised handling.</p>
3	<p>From time to time permitted numbers on a site may be limited. Members and Volunteers must ensure compliance and follow specific directions on entry</p>	<p>The administration team managing entries to keep a current count and to ask people to wait in a safe place away from others (e.g. own vehicle) until numbers fall within limit.</p>

4	All attendees and volunteers must maintain the proscribed social distance, currently 1.5 metres minimum. If such distance cannot be maintained due to the space available, then Masks MUST be worn.	HGSB volunteers must attempt to remind all attendees if they see non-household couples or families closer than the required distance. Taped to the ground will be at least three crosses 1.5 metres apart to encourage separation at check in.
5	All attendees must follow the directions given by volunteers related to COVID-safe practice.	If an attendee once directed fails to comply the management team for the event will seek to ask the individual or individuals to leave the venue or location.
6	The Society must record the name, phone contact and email address of all attendees.	The Society will record, on arrival the required details, plus time of arrival, and ensure such dated records, are retained in a manner that may be shared with NSW HEALTH immediately on request to assist in Contact Tracing in the event of an active contact.
7	To ensure as much assistance in potential contact tracing all members shall be encouraged to install the COVID-App on their mobile smartphone and ensure the application is ON / Active.	A sign encouraging checking the COVID APP is active will be displayed on arrival, visible to attendees.
8	When the time of the meeting concludes, or in the event of a Friendship Garden which has total number limits for attendance, members should vacate the venue and not gather to chat with other attendees or volunteers.	As people are observed nearing the conclusion of a meeting or visit, volunteers will be asked to remind visitors to leave promptly to allow others who may be waiting to be admitted.
9	Improvement in process	After each event the volunteers for the relevant meeting or event will review actions taken to ensure COVIDSafe compliance, write down any suggested improvements and convey those to the President who

		will then review for possible updating at future events.
10	Physical signage, lists, pens, pencils etc..	On completion of the event all materials touched by volunteers or members shall be carefully cleaned where possible, or stored for five days without touching.
11	Prior to departure all attendees will be offered Hand sanitiser. All volunteers must apply this prior to touching or entering their own vehicle.	Sanitise hands prior to touching any other objects, vehicles etc..
12	Other	
13	Other	
14	Other	

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Issued by: John Swainston, Vice President HGSB

Reviewed and Approved by: Date: