

Covid-19 Protection Framework

Health & Safety Protocol for Users

“Red” Level

Last Updated 24 November 2021



The Glenfield Community Centre is open for hire and open to the public under all levels of the Covid-19 Protection Framework (“Traffic Light System” or “TLS”), with restrictions. These restrictions are detailed below and take effect from **Friday 3 December**.

Key Principles:

- Under the TLS, the Centre is considered a “Public Facility”.
- Only groups or individuals with Covid-19 vaccination certificates can access our facility and should have them ready to be checked if requested.
- All persons are required to scan-in using the QR Code or use the manual record slips provided.
- Only those persons with bookings or appointments may access rooms.
- Users/ Tenants are responsible for the health and safety of participants within their group or booking and ensuring their participants are aware of the current Level Health and Safety Covid-19 Protocols.
- Attendance records must be kept by hire coordinators on the sheets provided.
- Mask wearing in common areas (such as hallways, foyers, toilets), is mandatory (unless medically exempt or under the age of 12).
- Persons must maintain 1-metre distancing at all times. No congregating in common areas (e.g. the courtyard).
- No one who is sick has been tested and is self-isolating, or experiencing symptoms of Covid-19 is allowed on the premises. This includes persons who are a close contact awaiting a test result, or have otherwise been asked to stay home until cleared by a medical professional.
- Maximum capacity at the Centre for any event/ gathering/ function is 100 persons. Confirm room capacities with our Administration Team when booking as these vary by Alert Level.
- Maintain airflow in spaces by opening windows, doors and using the wall/ pedestal fans provided.
- You are required to use the supplied disinfectant spray to clean all touch surfaces before you leave. This includes bathrooms, tables and chairs, light switches and door handles.
- Our kitchen will remain closed at Red Level so please encourage people to bring their own water bottles.
- Please encourage everyone to follow good practice, cough, and sneeze into their elbows, sanitise their hands or wash them thoroughly.
- All users, clients and class participants are required to report any risk of Covid-19 infection to our Administration Team as soon as it is recognised.

By hiring the Glenfield Community Centre, you (the Hirer) accept these Covid-19 related conditions of hire, warrant and confirm to abide by all rules and directives published and updated by the Government from time to time at <https://covid19.govt.nz/>.

You understand and accept that we may immediately terminate your booking and/or future bookings for hire breaches of any of these Government-mandated rules or directives.

Thank you

***Centre Manager
Glenfield Community Centre***