



Buderim Craft Cottage Association Inc

1 June 2020

COVID Safe Plan

With an easing of government restrictions and a commitment by members “to do the right thing,” the management committee has agreed to re-open the cottage starting

MONDAY 15 JUNE 2020

Individual groups may decide to delay their resumption of meetings if their membership so chooses.

Individual members, particularly those with compromising medical conditions, should decide whether to return based on their specific needs.

PLEASE CONSIDER THE HEALTH OF OTHER MEMBERS AS WELL AS YOUR OWN.

PLEASE DO NOT ATTEND THE COTTAGE IF YOU FEEL UNWELL IN ANY WAY.

To assist any necessary contact tracing, the Management Committee urges you to download the Federal Government’s COVID SAFE APP onto your mobile phone (if you have not done so already).

SUCCESSFUL RE-OPENING WILL REQUIRE ADHERENCE TO OUR COVID SAFE PLAN

The following plan applies to (1) group meetings, (2) the Atrium Gallery, (3) group exhibitions, (4) group workshops, and (5) external Cottage renters.

PHYSICAL DISTANCING

- Attendance numbers at group meetings must be capped to comply with the 4 square metres per person requirement and government limits on gatherings. Your group leader will manage your attendance cap.
- Initially, a maximum of 20 people will be allowed in the Cottage facility—17 at a group meeting and 3 in the Atrium Gallery. This number will be updated as government guidelines change.
- Physical distancing of 1.5 metres must be observed during meetings.
- Queuing requirements may be required at the Atrium Gallery and for group exhibitions.
- Exhibition opening nights and workshops must be subject to capped attendance. Use of the free Trybooking.com ticketing system to control attendance numbers is recommended.

ENHANCED CLEANING REGIME

In addition to the routine Cottage cleaning—

- Groups will be responsible for sanitising all “touch-point” surfaces at the end of each meeting (tables, chairs, light switches, kitchen and bathroom benches, urn handles, etc.).
- Sanitiser will be provided and should be used only *after* surfaces have been cleaned first.
- Protective covers for tables (e.g., those used by painters and life drawers) should be provided by those members who use them and disposed of, or taken home for laundering, at the end of each meeting.

HYGIENE PROTOCOLS

- **Hand sanitising** must be done prior to entering the Cottage, during meetings as necessary, and on exit. Sanitiser will be provided at entry doors, kitchens, bathrooms, and general meeting spaces.
- **Masks and gloves** are *not* recommended for use in the Government guidelines. If gloves are used, they must be subject to the same sanitising procedures as hands.
- **Hospitality—morning/afternoon tea or lunch shared at meetings**
 - Please bring your own cup and plate and take them home for washing.
 - Hands must be sanitised prior to using the urn, pouring milk, sharing food, etc.
 - Some groups may wish to designate one or two members to undertake the tea/coffee-making task. These members must sanitise their hands *before* and *after* the tea/coffee-making task.
 - Any shared food must be kept covered. To avoid unnecessary handling, platters must be passed around by a designated member.
- **Signing-in and Paying Attendance Fees**
 - Group treasurers or another designated member will manage this process. They must sanitise hands before and after.
 - Group treasurers must sign in and sign out on your behalf.
 - Please bring correct change to reduce money handling.
 - Please maintain social distance while signing in.

Initially, the Cottage will provide the sanitiser for both hand hygiene and cleaning. Should these protocols continue in the longer term, the responsibility for these costs might have to be reviewed.

The Cottage Management Committee will monitor the success of our re-opening. Some of our COVID-safe procedures may change over time—most likely to comply with Government health advice.

If you have any concerns or questions, please contact your group leader or me.

Thank you for your co-operation and assistance!

Kay Weber, President
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