**PHILATELIC SOCIETY OF CANBERRA**

**COVID 19 SAFETY PLAN**

The following Covid Safety Plan has been developed to ensure the safety of members of the Philatelic Society of Canberra and visitors to its meetings and its Office in the Griffin Centre.

All members of the Society and visitors to its meetings and to its Office are required to adhere to this plan. Members and visitors not adhering to the Plan may be asked to leave a meeting or the Office.

All members of the Society’s Council are responsible for ensuring that members and visitors adhere to the plan.

Particular members of the Council may be appointed to manage aspects of this plan for a particular meeting or on an ongoing basis including being a ‘Covid Marshall’ to help ensure compliance.

The Plan will be available to be produced when requested by an authorised person.

**COVID Safe Arrangements for the Society Meetings and the Society’s Office in the Griffin Centre**

**Ensuring physical distancing**

* + At all indoor meetings of the Society there shall be no more than 1 person per 2 square metres of usable indoor space. At the Society’s Griffin Centre Office there shall be a maximum of 2 people in the Office at any one time.
	+ Members and visitors attending meetings or using the Office will maintain physical distancing of at least 1.5 metres between people, and avoid physical contact wherever possible including when queuing outside the venue.
	+ Seating at meetings will be arranged at least 1.5 m apart. Attendees should remain seated as much as possible.
	+ The occupancy limit will be displayed at the entrance of each venue and in the Office.
	+ Members of the Society’s Council at meetings or using the Office will ensure compliance with these requirements.

**Cleaning, sanitising and hygiene activities**

* + Hand Sanitiser will be available at all meetings and in the Office and must be used by all attendees/visitors on arrival and before leaving.
	+ Cleaning supplies will be available in the Club Room. Users of the Office are require to clean the desks and other equipment used in the Office after use.

**Managing members and visitors presenting with illness**

* + Members and visitors who are unwell MUST NOT attend any meetings or use the Office and a notice to this effect will be displayed at the meeting venue and in the Office.
	+ Members of the Society’s Council present at the meeting or in the Office must ask anyone appearing to be unwell to leave the meeting venue or the Office

**Contact Information**

* + All members and visitors attending physical meetings of the Society should confirm their attendance by email to the Secretary at least 24 hours before hand providing their name, email address and phone number. The Secretary must keep a record of the contact information provided and be responsible for maintaining people’s privacy. Members and visitors attending meetings or using the Office must check in using the Check-In CBR app and the QR code displayed in the Society’s Office. If they are unable to use the app, then their name, email and phone number must be recorded by the Secretary or by the person running the meeting.

**Face to Face Meetings**

* + Face to Face meetings will be no longer than 2 hours.
	+ Buffets and self-service for food and beverages will not be provided. Any food provided will be served individually by a nominated member or will come in individual packages. Tea/coffee or other beverages if provided will be served individually by a nominated member or individually packaged drinks may be provided.
	+ All food and drink will be consumed while seated.

**Venue Covid Safety Policy**

* + In addition to abiding by the Society’s Covid Safety Plan, the Society and its members and visitors will abide by the COVID 19 Safety Plan of the venue being used for any Society meeting or function.