



# C.J. LA TROBE SOCIETY INC

## CovidSafe PLAN

**Business Name:** C.J. LA TROBE SOCIETY INC

**Plan completed by:** Dianne Reilly, Hon Secretary

**Date reviewed:** 14 May 2021

The La Trobe Society continues to operate in accordance with the Victorian Government's health and safety advice and is committed to playing our part in controlling the spread of COVID-19.

This Safety Plan deals with the requirements for management of activities of the C.J. La Trobe Society Inc (LTS) during the COVID-19 pandemic.

It has been developed to assist the La Trobe Society in creating and maintaining a safe environment for our members, guests and contractors.

It is displayed on the La Trobe Society website, and will be updated as required to reflect changes in Australian and Victorian government health guidelines.

This Safety Plan deals with four (4) aspects of COVID-19 safe activity management, as required by Australian and Victorian government guidelines.

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### **1. Well-Being of Members, Guests & Contractors**

Anyone who is feeling unwell, or who has recently visited a high risk location, or who has been in contact with a person who has tested positive to COVID-19, may not attend a La Trobe Society event in person, until such time as they have been provided with clearance by their doctor.

### **2. Physical Distancing**

The La Trobe Society will comply with the current government regulation regarding physical distancing between those present at gatherings. At the current time, this is 1.5 metres.

Venues will be risk assessed as part of the planning for each event, and the spatial distancing requirement currently in place will be specified to members at the commencement of each event.

If required, committee members, or members nominated for the task, will be responsible for ensuring physical distancing is maintained.

### 3. Hygiene and Cleaning

The La Trobe Society will comply with the current government regulation regarding the management of hygiene and cleaning at gatherings.

Venues will be risk assessed as part of the planning for each event, and proper cleaning of venues will be attended to before and after each event.

Hygiene requirements will have a high priority at each gathering:

- ) **Hand sanitiser** will be provided and made easily accessible at multiple locations throughout the venue.
  
- ) All participants at La Trobe Society events will be expected to:
  - ) Sanitise hands on entry and exit;
  - ) Use non-contact greetings with others.

Under current regulations, it is recommended that **face masks** must always be carried when leaving home, and worn on public transport and in commercial passenger vehicles, unless an exception applies.

The current direction from the Department of Health and Human Services (Victoria) strongly recommends that 'face coverings be worn at private gatherings when **physical distancing** is not possible',<sup>1</sup> that is, when a 1.5 metres distance from other people cannot be maintained.

Therefore, invitations to La Trobe Society events will note the mask requirement in force, and members should check the up-to-date direction on the designated government website before attending an event.

### 4. Record Keeping

A record of each participant's name and telephone number will be kept of those attending La Trobe Society events to enable rapid contact tracing if required. These records will be destroyed as soon as possible after 28 days.

At venues where a Victorian Government QR Service is provided (mandatory from 28 May 2021), all people attending a La Trobe Society event must check in with the QR symbol (Quick Response code) on display by using their mobile phones, or by using the alternative manual check-in option available.

**Approved by:** La Trobe Society Committee

**Date:** 14 May 2021

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<sup>1</sup> <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>, 13 May 2021.