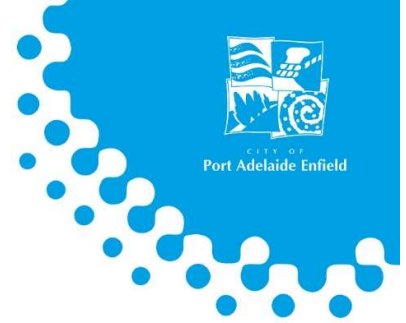


# Addendum to Conditions of Hire - Version 2

## Community Halls, Centres and Stadiums - COVID-19

Version 3 – 2 July 2020



The City of Port Adelaide Enfield (PAE) is required to follow the *Emergency Management (Public Activities) (COVID-19) Phase3 Direction 2020* and the advice of lead agencies during the COVID-19 pandemic.

Keeping everyone safe and well is a shared responsibility. The City of PAE have implemented additional cleaning, signage and other measures at this time. We also need your group's commitment and cooperation – and for this reason in addition to our General Conditions of Hire (see <https://www.cityofpae.sa.gov.au/community/facilities/roomsforhire>) we are introducing some additional conditions of hire, which are set out below. This document may be updated as restrictions change.

Hirers must sign this Addendum to Conditions of Hire before being re-admitted to any PAE Hall, Community Centre or Stadium. Any Hirer found breaching these conditions may have their future hire suspended or withdrawn by the City of PAE. Groups and individuals may incur fines between \$1,000 and \$10,000 from SA Police for breaching COVID restrictions.

1. Do not attend any community hall, centre or stadium if you or anyone in your group is unwell or has symptoms of COVID-19.
2. Ensure you follow all legal requirements and recommendations contained in *the SA Government Roadmap for the Easing of COVID Restrictions* relevant at the date of your booking. (Refer <https://www.covid-19.sa.gov.au/>), and the COVID-Safe Business Plan relevant to this venue. A copy is available from City of PAE staff.

Phase 3, legal requirements include:

- a. The maximum number of people per room is not to exceed 1 person per 2 square metres of public space.
- b. A maximum number people are permitted in any room, regardless if the size of the room can accommodate more (based on the 1 person per 2 square metre rule).
- c. The maximum of number people (excluding staff) is allowed in a hall, centre or stadium at any time, is marked on the door. You must not exceed this number of persons at any time. If in doubt check with PAEC Staff.
- d. Maintain the physical distancing principle of 1.5 metres separation from others at all times, including between tables and when entering/ exiting or moving around the building.
- e. Fitness classes must be limited to no more than 1 person per 2 square metres regardless of the size of the room
- f. Attendance records, including name, phone number or email address, and date and time must be kept and made available to authorised officers or City of PAE staff.

Phase 3, recommendations include:

- a. Minimise mixing between separate rooms or groups of people as much as possible.
- b. Consider limiting the duration of the activity to 2 hours or less where possible.
- c. Establish seating arrangements to ensure physical distancing.
- d. Choirs and singing groups must be physically distanced as much as possible.
- e. Remove access to shared water stations.
- f. Encourage and support downloading of COVID-Safe App.
- g. Wash hands or use sanitiser provided before entering and exiting the premises.
- h. No shared plates of food to be served, including by participants.
- i. Use single use cutlery and crockery, or ensure these are washed in a dishwasher.
- j. Participants should bring their own equipment where practical.
- k. Shared equipment is to be cleaned between usages.

3. Hirers are responsible for checking and complying with restrictions as these are updated by the SA Government. If in doubt, refer to <https://www.covid-19.sa.gov.au/> or check with City of PAE staff.
4. Hirers are responsible for wiping all shared surfaces (i.e. tables, light switches etc.) before and at the conclusion of your hire. Please allow enough time to do this during your booked time.
5. All participants must maintain appropriate personal hygiene practices at all times (especially covering coughs and sneezes and disposing of tissues in a waste bin).
6. Hirers must maintain a record of the name, phone number or email address of all people who attend your group each time you meet, and provide this to City of PAE staff and/or authorised officers for contact tracing purposes if requested.
7. Arrive only at the time of your booking and leave the hall, centre or stadium promptly afterwards (this includes corridors, shared spaces and car park areas) so that others are able to access the space during their booked time. This is important in helping us stay below the number of persons permitted to gather in a room or building at all times.
8. To maintain safe distancing, hirers may be asked by City of PAE staff to enter or exit the building through alternative doors, or to wait in an alternate location (including outside) until your booked time commences.
9. **COVID Marshals** - your group must provide an accredited COVID Marshal to be present and on duty at all times during your booking, as advised by the SA Government and Chief Public Health Officer. Your COVID Marshal will take all reasonable action to ensure the COVID-Safe Plan and/or Addendum to Conditions of Hire are executed to the best of their ability. Please forward to Council a copy of your group's COVID-19 Marshal Training certificate together with this signed Addendum to Conditions of Hire.

*I agree, on behalf of my organisation/ group, that we will adhere to these conditions at all times while using a City of PAE hall, centre, or stadium, and until such time as we are advised that the Addendum to Conditions of Hire no longer applies.*

*I also agree to ensure that all members of my group are made aware of the amended conditions of hire prior to re-recommencing activity in a City of PAE hall, centre or stadium.*

Name of organisation or Group

\_\_\_\_\_

Name of person signing on behalf of

\_\_\_\_\_

Signature

\_\_\_\_\_

Date:

\_\_\_\_\_

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Office use:

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_