

## ACC&C Event COVID-Safe Procedure

**No. 1 – before anything else is hygiene, hygiene, hygiene. If you are unwell, do not attend gathering.**

### What are your personal responsibilities?

- Download the [Check In CBR app](#) so it's easy to sign into participating Canberra venues when you visit.
- Provide your name and contact number for contact tracing purposes.
- Take personal responsibility for your own COVID safety.
- Keep 1.5 metres away from people or groups you don't know whenever possible.
- Limit physical greetings like shaking hands, hugging or kissing.
- Don't gather in communal areas.
- Maintain personal hygiene, including regular hand washing or sanitising.
- Stay home if you're unwell and get tested if you have COVID-19 symptoms.
- Follow the restrictions for both the venue and your organisation's activity.

### Entering and exiting ACC&C buildings – disinfect hands on entry

The University has installed automatic disinfectant dispensers at each entry door of our three buildings; George Browning House (GBH), the Chambers Pavilion (Pavilion) and The Chapel. They are to be used when entering any of these buildings. You can also use them when exiting. One squirt is sufficient.

### Sign-in

- Download the Check-in CBR App [www.covid19.act.gov.au/business-and-work/check-in-cbr](http://www.covid19.act.gov.au/business-and-work/check-in-cbr)
- Upon entering the building, if unable to download the app, ensure that you are marked off from the registration list. Otherwise sign in with arrival time, and phone number, and sign out with departing time.
- The sign-in book is on the table in the foyer of each building (please return pen to **red cup**).
- Signing in is to assist with contact tracing, if needed.

### Kitchens

- Please place **all used** cutlery and crockery into the dishwasher. Do not leave items in the sink or on the draining area. To ensure everyone's psychological comfort, **do not wash and replace** anything back into drawers or cupboards which has not been through the dishwasher.
- The kitchens are equipped with glassware, crockery and cutlery.
- After use - tables and bench tops are to be wiped down with disinfectant, which is supplied.
- Tea-towels and hand towels are being changed daily.
- Paper towels are to be used to dry hands after washing them.
- In the Chapel anteroom there is a basin for handwashing. Soap and paper towels are provided.
- All surfaces should be left as you found them. We do not have a full time cleaner.

### Bathrooms

Again, common sense, wash hands after use.