

Australian Cartridge
Collectors' Association Inc

COVID-19 SAFETY PLAN

v

24 January 2021

1.0 INTRODUCTION

This COVID-19 Safety Plan is recommended for all venues used by the Australian Cartridge Collectors' Association for meetings of cartridge collectors.

1.1 Face Mask Requirements

Face masks may be required to be worn depending upon the relevant Public Health Order for the region in which the meeting is being held.

Children aged 12 and under and people that have a physical or mental health illness or condition, or disability, that makes wearing a mask unsuitable (for example, a skin condition, an intellectual disability, autism or trauma) are exempt from wearing masks but are encouraged to wear masks where practicable.

1.2 Food/Beverage Sales

The selling of food and beverages require separate COVID-19 Safety Plans. If a venue decides to provide these services to members, it will need to abide by all safety directives on the relevant State/Territory website.

1.3 Entry Restrictions for those from COVID-19 Hotspots

Meeting organisers should not allow entry to any person who has attended:

- any of the locations under the heading **“Interstate and New Zealand locations”** in the last 14 days; or
- any of the reported case locations under the heading **“Self-isolate and get tested immediately if you've been to these locations.”**

The full list of case locations and areas can be obtained from the relevant State/Territory Health website. Any person who has been to case locations within the times listed is strongly advised to:

- immediately self-isolate until 14 days after you were last there;
- get tested even if you have no symptoms;
- watch for COVID-19 symptoms and get retested should any symptoms recur; and
- stay in isolation for 14 days, even if you get a negative test (this is because it can take 14 days before you may show symptoms or test positive).

2.0 SAFETY PROCEDURES

This COVID-19 Safety Plan safety procedures include, but are not limited to the following:

2.1 Pandemic Hygiene

1. If you have felt unwell in the last 14 days, you must stay at home. It is recommended that you are tested for COVID-19 for your safety and the safety of others.
2. Avoid all physical contact with other attendees, volunteers and staff. COVID-19 can be transmitted by droplets that can be passed from hand to hand, including handshakes.
3. The meeting organisers must provide soap dispensers in the amenities. Hand sanitisers with at least 60% alcohol must be provided on entry and exit to venues and on some trading tables.
4. The meeting organisers must provide visual aids in the amenities to promote effective hand washing.
5. Persons should maintain physical distancing within the amenities.
6. It is recommended that members cough or sneeze into their arm or a tissue, put the tissue in the bin and then sanitise your hands before touching surfaces.
7. All persons must wash their hands often with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitiser.
8. Avoid touching your eyes, nose and mouth with unwashed hands.
9. A safe sanitising procedure for high contact items must be implemented following the handling of cartridges or packets. Benches and frequently used surfaces must be cleaned and disinfected regularly. Please note:
 - a) **Cleaning** means physically removing germs, dirt and organic matter from surfaces.
 - b) **Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.
10. Staff and volunteers should use gloves when cleaning and disinfecting.

2.2 Physical Distancing

11. Ensure there that the appropriate square metre per person rule is followed according to your region and current State/Territory Health Regulations.
12. At least 1.5m distance (approximately two arms' length) should be maintained between

yourself and anyone in the meeting venue. This prevents any possible transference of infectious droplets from coughs and sneezes.

13. The number of persons in a venue at any one time must comply with the appropriate square metre per person rule according to your region and State/Territory Health Regulations/
14. Line markers (or an equivalent) should be put in place to direct persons where to stand in order to manage physical distancing.
15. All persons must maintain compliance with all public health orders/directives from their local State/Territory Government. Health information is changing rapidly. All persons should regularly check the respective Government Health website for updated information.

2.3 Indoor Meeting Venues

16. An “indoor space” is defined as an area, room or other premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of the roof or walls are—
 - a) permanent or temporary, or
 - b) open or closed.
17. Government Health Regulations requires the following:
 - capacity must not exceed one person for the appropriate square metre per person rule according to your local region;
 - the number of persons attending at any one time must not exceed the limit as dictated by Government Regulations according to your region;
 - premises must have a COVID-19 Safety Plan; and
 - 1.5 metres distance is to be maintained between each person.
18. Venues must display a sign indicating capacity of the venue, based on the appropriate square metre per person rule according to your region. Other signs reminding members to be COVID-19 safe should be displayed around the venue.

2.4 Signing In

19. Meeting venues must display conditions of entry at the entrance of the venue.
20. Ranges must place at least one COVID-19 safety sign in a clearly visible position at the entrance to the sign-in area

21. Hand sanitiser and line markers (or an equivalent) must be put in place at the entry to the venue and registration area, to direct persons where to stand, in order to manage physical distancing.
22. Persons must sign in without physical contact.
23. Persons should bring their own pen for use when signing in. In the event that a person uses a communal pen, hand sanitiser is to be made available for immediate use after signing in.
24. Persons should register their ACCA meeting attendance details and complete the details on the COVID-19 Attendance Register.
25. It is requested that persons bring correct fees in order to reduce exposure from the exchange of money.

2.5 Record Keeping

26. The venue organisers must:
 - keep a record of name and a mobile number or email address for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days;
 - ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely; and
 - cooperate with the relevant Health Department if contacted in relation to a positive case of COVID-19.

2.6 No -Tolerance Policy

27. Failure to follow the COVID-19 Safety Plan will not be tolerated at Australian Cartridge Collectors' Association meetings. Persons who do not comply will be expelled for non-compliance.

4.0 COVID-19 CONDITIONS OF ENTRY

Members, visitors and workers are not permitted to enter any meeting venue if they:

- are experiencing any flu-like symptoms (sore throat, runny nose, persistent cough, shortness of breath, fever);
- have been in close contact with a person who has tested positive for COVID-19 (during the period of time in which the virus is contagious);
- are awaiting the results of a test for COVID-19;
- reside with anyone who is awaiting the results of a test for COVID-19;

- have returned from international travel and failed to observe the government requirement to quarantine for 14 days.

Members, visitors and workers who are not subject to any of the above conditions for exclusion must be willing and able to agree to the following requirements to:

- leave the site immediately if they become unwell, after notifying a staff member/volunteer;
- at all times, maintain social distancing measures with respect to other members and visitors;
- maintain good personal hand hygiene by washing their hands regularly and thoroughly and/or using hand sanitiser;
- maintain good respiratory hygiene by coughing or sneezing into your elbow or a tissue, disposing of tissues immediately and then sanitising your hands before touching surfaces;
- provide the meeting venue with their name and contact details and consent to the meeting organisers providing their name and contact details to the relevant Health Department or any other third-party government department, as required to enable contact tracing procedures;
- acknowledge that they may be asked to wait, or be refused entry, to any meeting in the event that the site has reached its total capacity under local Health Regulations social distancing requirements;
- respond accurately to the following questions if asked by meeting organisers:
 - Are you or anyone you live with currently undergoing testing or awaiting results for the COVID-19 virus?
 - Have you or anyone you live with tested positive for the COVID-19 virus and have not been medically cleared as non-contagious?
 - Do you have any flu-like symptoms (sore throat, runny nose, persistent cough, shortness of breath, fever)?
 - acknowledge the right of the meeting organisers to refuse entry or request their departure from the meeting venue at any time;
 - at all times, treat other members, meeting organisers and other visitors with respect.