



## COVID-19 Protocols

### You're in safe hands – here's what we are doing to protect you

Below are the protocols we have set in place to ensure that the Seawinds Community Hub is COVID-Safe and the health and safety of our community and staff are protected.

#### HEALTH AND SAFETY

##### Health

Health precautions and risk mitigation is a high priority. Our health and safety measures include (but are not limited to):

- Before reopening, Seawinds Community Hub has been fully cleaned and staff have been briefed on health and safety best practices and protocols.
- Regular hand washing with warm water and soap will be promoted.
- Hand sanitiser will be available at all entry points and in every room throughout the Centre.
- Full cleaning of bathrooms will occur daily, with regular spot cleaning undertaken throughout the day.
- High touch areas will be thoroughly cleaned regularly, including door handles and equipment.

##### General Hygiene Practices

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.
- Patrons will be asked to use hand sanitiser prior to entering the Centre.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Stay home and seek medical treatment when you are sick.
- Cover your mouth with your elbow to cough or sneeze.
- No high fives, handshakes, hugging, sharing of water bottles or other physical contact.
- You must not attend the Centre if in the past 14 days you have been unwell or had any flu-like symptoms or have been in contact with a known or suspected case of COVID-19.

##### Mask Wearing

Masks are optional worn by adults and children aged 12 and over at all times within the Centre. We highly recommend wearing a mask if have tested negative but are a close contact to a positive case.

##### Kitchens and Tea and Coffee Facilities

Tea making stations (including continuous hot water, and refrigerator) are located in Multi-Purpose Room 1, 'Donation Room'. Other rooms have a sink, use of a kettle, etc. Please provide your own tea and coffee, etc., unless prior arrangements have been made with 'The Hub'.

##### Arrival & Departure Procedures

Entry in and out of the Centre will be via the main entrance. We ask where possible, that you enter via the ramp and exit via the stairs. Please ensure that you arrive no earlier than 5 minutes prior to the start of your class and leave the Centre immediately after your class has finished.

##### Equipment

Any equipment used throughout the class must be wiped down before and after each use. We would appreciate that you leave the room as you found it. Given we are not for profit organisation we are limited on resources.



## Payments and Enquiries

The fees shall be in accordance with the schedule agreed to with the Hub. Fees may be paid by cash, bank transfer or by Credit or debit card.

Alternatively, if you prefer paying over the phone please call (03) 5982 2204 or send an email to [info@seawindscommunityhub.com.au](mailto:info@seawindscommunityhub.com.au) If you have any enquiries or concerns, please contact the Centre via phone or email.

For a fully summary of COVIDSafe Settings, and links to other Q&A pages, visit the DHHS website

<https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer>

Thank you for your support in making our hub a safe space.

Jennifer Mihan  
Manager – Seawinds Community Hub  
5982 2204