

# Facility and park hirers COVID-19 safe checklist

All hirers must create and maintain a safe environment and comply with the current public health orders and NSW Government health guideline and COVID-19 safety plans at [nsw.gov.au](https://nsw.gov.au)

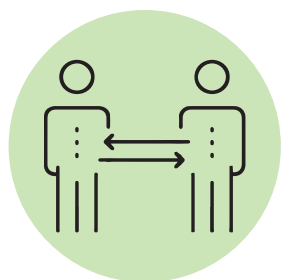
If someone attending or recently attended the event has been diagnosed or suspected of having COVID-19 virus, the event organiser must immediately notify [recreationbookings@kmc.nsw.gov.au](mailto:recreationbookings@kmc.nsw.gov.au)



## Important

No person should attend this event if they have any of the following:

- Close contact with confirmed COVID-19 case in the past 14 days
- Travelled to Australia from overseas or has been in close contact with someone who has arrived in Australia in the past 14 days
- Has COVID-19 symptoms: fever (37.5 degrees or higher), cough, sore or scratchy throat, shortness of breath, runny nose and/or loss of taste or smell



## On arrival

- Keep contact details of all attendees (name and mobile number or email address) for at least 28 days.
- Manage physical distancing (1.5m between each person)
- Manage outdoor gathering limits or venue capacity. The number is signposted on the venue entry along with QR codes for check-in
- Encourage people to maintain hygiene and to wash hands before and after the event
- If using your own equipment it must be cleaned before and after use



## Safely serving food and drink

Minimise hygiene risks by avoiding the sharing of food and drink such as:

- Self-serve buffet style service areas
- Communal snacks
- Communal condiments
- Communal cutlery, implements and serviettes

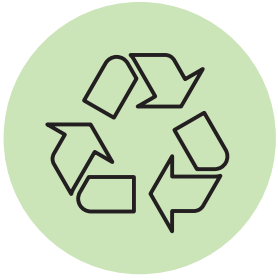
You can provide pre-packaged single serves or have a designated server who has washed hands, wearing gloves and only person using tongs or serving utensils.



## Before departure

- Leave the park or hall/meeting room clean after use
- Clean with disinfectant all frequent touch points such as tables, chairs, door handles, kitchen benches, taps, light switches and bathrooms
- Wear gloves when cleaning and put disinfectant wipes in bins or garbage bags.  
Do not flush down toilets

Council will regularly clean all facilities, stock up paper towels and soap dispensers. Please bring your own disinfectant or spray.



## Additional event information

If alcohol of any type is intended for consumption at a function, please read and complete the notification to take and consume alcohol form on Council website.

How to run a sustainable event guide is on Council website for smaller events with less than 100 people including birthday parties, weddings, family gatherings. It includes tips on catering/food waste, compostable serving ware, managing your power supply and recycling options.