



MELBOURNE CAMERA CLUB

COVID 19 SAFE 2020

Policy and Procedures

Policy

The MCC seeks to minimise the risk of infection to MCC members during the current COVID-19 virus pandemic. This policy applies to all members and any visitors or contractors who seek to use or work in the MCC Clubrooms.

Procedures

General instructions

1. The MCC building will be opening gradually, in line with the government directives
2. Club activities will continue via electronic media as much as possible
3. Outside activities will be considered on a case by case basis by the Board, and conform with government restrictions and directives
4. Members and any visitors who are authorised by the Board to enter the building:
 - Are not to enter the Clubrooms if they are unwell in any way with symptoms indicative of an acute illness.
 - Are not to enter the Clubrooms if they have been exposed within the last 14 days to another person who is unwell with an acute illness.
 - Must practice good hygiene behaviour e.g., covering nose and mouth when coughing or sneezing, sanitising hands, cleaning any materials used or touched
 - Must keep a safe distance (currently 1.5 metres) from other people in the building according to current government directives
 - Must register their contact details each time they enter the building.

Specific Instructions for authorised entry

Entering the Building

1. Members and visitors must provide contact details and time of entry at either the Dorcas or Ferrars Streets entry points, via the smartphone QR Code Reader app, or written on paper provided.
2. While face masks are compulsory in Victoria, it is a condition of entry that members and visitors must follow government directives and wear a face mask inside the MCC building at all times.
3. **Do not enter if:**
 - a. You are unwell in any way: Cough, cold, headaches, etc., or any other acute ailment
 - b. If you have had close contact within the last 14 days, with a person who is unwell with an acute illness, is now in self isolation or in quarantine.

4. Sanitise your hands with an alcohol-based hand gel
 - a. Hand sanitiser available in the clubrooms
 - b. Do not touch your face
 - c. Cover mouth and nose if you cough or sneeze and re-sanitise hands
5. Maintain physical distancing at all times (1.5 metres between you and any other person)
6. Try not to eat or drink in the building
 - a. Exceptions for health reasons (eg diabetes)
 - b. Disposable cups for water available in kitchens
 - c. You may bring your own food and drinks if necessary
 - d. Wash or sanitise your hands before touching food or drink
7. Wipe down surfaces before use
 - a. Use the disinfectant spray and paper towels provided and discard into bins
8. Only stay in the building as long as needed

Exiting the Building

1. Use disinfectant spray and a paper towels provided to wipe down any surfaces that were used/touched
2. Discard all rubbish and paper towels into appropriate bins
3. Sanitise your hands
4. Take all your belongings when you leave

Darkroom, Annex and Studio limited reopening:

- 1. Booking for these spaces will be limited to one booking per day**
2. Only 1 person can work in the darkroom per day
3. Only 2 people per day can work in the Annex together
4. Only 4 people per day can work in the Studio together
5. Entry to the gallery will be considered on a case by case basis by the Board, e.g., maintenance, cleaning, etc. and total numbers and density must conform to government directives.

Booking Process

- 1. Request your booking timeslot via the MCC Booking portal, provide names and phone numbers for all visitors in the booking request**
- 2. Pay your fee for Darkroom and or Studio by electronic bank transfer**
- 3. Booking Manager will confirm your booking within 4 hours (during the day), or the next morning if requested overnight**
- 4. Once your booking is confirmed, the Facilities Manager will activate your FOB for the time and date of your booking**
- 5. If cancellation is required advise Booking Manager immediately. Your booking fee will be refunded by the Treasurer**

Approved by the Board 11 November 2020