



MELBOURNE CAMERA CLUB

COVID 19 SAFE

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 Australia Federal and Victorian State government directives
2. Club activities will continue via electronic media as much as possible
3. Members and any visitors who are authorised by the Board to enter the building:
 - Can only enter the Clubrooms if:
 - they are fully vaccinated with a TGA authorised COVID-19 vaccine and have proof of vaccination on them at time of entry or
 - can show evidence of a lawful medical exemption
 - Are not to enter the Clubrooms if they have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, or sore throat
 - must not enter the Clubrooms if they have been in close contact with a person who has tested positive for COVID-19, until such time as they receive clearance from DHHS that they are no longer required to isolate.
 - 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.
4. A COVID Check-in Marshal will be required to be present at all club events. A COVID Check-In Marshal is a club member responsible for ensuring each person that participates in a club event uses the Service Victoria QR code to check in on arrival at venues (or an alternative record keeping method, where relevant). Event organisers will be required to appoint a Covid Marshal for each club event.
<https://www.coronavirus.vic.gov.au/covid-check-in-marshals>

Specific Instructions for authorised entry

Entering the Building

1. At time of entry to the club at either the Dorcas or Ferrars Streets entries, members and visitors must:
 - Check in using the MCC QR code, and
 - Check in via the Vic Service app
 - Provide, date, time of entry and contact details on paper form provided in the absence of a smartphone.
2. Members and visitors will also be required to show a club appointed COVID Check-in Marshal one of the following in order to enter the MCC building:
 - their COVID-19 digital certificate
 - a printed version of their immunisation history confirming two doses of an authorised Covid-19 vaccination
 - evidence of a lawful medical exemption if they do not have proof of vaccination.
3. Members and visitors using the darkroom, studio and gallery will be required to show proof of vaccination at the time of booking.
4. Face masks are a condition of entry and members and visitors must wear a face mask inside the MCC building at all times.
5. Event organisers will be responsible for following government directives on density quotients. Density quotients will be posted on doors throughout the building.
6. **Do not enter if:**
 - You are unwell and have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, or sore throat
 - You have had close contact with a person who has tested positive for COVID-19, until such time as you receive clearance from DHHS that you are no longer required to isolate.
7. Sanitise your hands with an alcohol-based hand gel
 - Hand sanitisers available in the clubrooms
 - Do not touch your face
8. Maintain physical distancing at all times (1.5 metres between you and any other person)
9. Try not to eat or drink in the building
 - Exceptions for health reasons (eg diabetes)
 - Disposable cups for water available in kitchens
10. Wipe down surfaces before using the disinfectant spray and paper towels provided and discard into bins.
11. Only stay in the building as long as needed.

Exiting the Building

1. Use disinfectant spray and paper towels provided to wipe down any surfaces and equipment 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

Outside Activities

1. Members attending outside activities must conform with the Victorian state government restrictions and directives on the use of masks and vaccination status
2. Group coordinators will be required to ensure numbers of participants are within caps set by Victorian State government directives
3. When Victorian State directives apply, members and visitors will be required to show a club appointed COVID Check-in Marshal one of the following in order to participate in outdoor activities:
 - their COVID-19 digital certificate
 - a printed version of their immunisation history confirming two doses of an authorised Covid-19 vaccination
 - evidence of a lawful medical exemption if they do not have proof of vaccination.
4. Members and guests must not attend if they have any of the following symptoms: symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, or sore throat
5. Members and guests must not attend if they have been in close contact with a person who has tested positive for Covid 19, until such time as they have received clearance from DHHS that they are no longer required to isolate.
6. Members and guests must practice good hygiene behaviour e.g., covering nose and mouth when coughing or sneezing, sanitising hands, cleaning any materials used or touched.

Approved by the Board 29 October 2021