



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. Some Club activities will be conducted as hybrid meetings providing members with option to attend in person or participate via electronic media.
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, , new loss of taste or smell, or sore throat
 - People who have identified as a contact of a person with COVID-19 should not enter the Clubrooms without quarantining or taking the required rapid antigen test/s in accordance with the government guidelines
<https://www.coronavirus.vic.gov.au/checklist-contacts>
 - Must practice good hygiene behaviour e.g., covering nose and mouth when coughing or sneezing, sanitising hands, cleaning any materials used or touched
 - 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 MCC QR code 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 Clubrooms at either the Dorcas or Ferrars Streets entries, members and visitors must:
 - Check in using the MCC QR code or
 - 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 they are full vaccinated with a TGA authorized COVID-19 vaccine
 - 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 recommended however are optional inside the MCC building.
5. Event organisers will be responsible for following government directives.
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, , new loss of taste or smell, or sore throat
 - You have identified as a contact of a person who has tested positive for COVID-19, until such time as you have completed your quarantine period or taken the required rapid antigen test/s in accordance with the government guidelines.
<https://www.coronavirus.vic.gov.au/checklist-contacts>
7. Sanitise your hands with an alcohol-based hand gel
 - Hand sanitisers available in the Clubrooms
 - Do not touch your face
8. Wipe down surfaces before using the disinfectant spray and paper towels provided and discard into bins.
9. 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. 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 they are full vaccinated with a TGA authorized COVID-19 vaccine
 - evidence of a lawful medical exemption if they do not have proof of vaccination.
3. 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, , new loss of taste or smell, or sore throat
4. Members and guests must not attend if they have identified as a contact of a person who has tested positive for COVID-19, until such time as they have completed their quarantine period or taken the required rapid antigen test/s in accordance with the government guidelines. <https://www.coronavirus.vic.gov.au/checklist-contacts>
5. 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 20 March 2022