

In response to COVID-19, each hirer is required to implement the NSW Government guidelines for good hygiene and disinfection of high touch areas within the facility.

These requirements are in addition to the existing cleaning process where the hirer must bring cleaning products, including garbage bags, and ensure the venue is left in a clean and tidy condition. This includes the wiping down of all tables and chairs before being put away, sweeping of floors (and mopped if required) and cleaning of kitchen equipment. Toilet areas must also be checked, sinks and benches wiped down and paper picked up off the floor.

The booking period must include time for set up, pack up, cleaning and disinfecting within the booked timeframe.

The following additional requirements are now required to be implemented in response to COVID-19:

Gathering Size Limits and Entry and Exit

- The limits on gathering size/numbers have been calculated by Council based on the latest NSW Government requirements. These will be advised to you on our website at the time of booking and signage will be displayed at the facility.
- The hirer must advise and manage all persons attending, the premises in connection with the hirer's booking to observe the latest NSW Covid19 Public Health Order requirements in respect to indoor public gatherings including but not limited to permitted activities, mask wearing, social distancing and vaccination certification.
- The hirer must advise all persons attending the premises in connection with the hirer's booking that they must vacate the premises as soon as the booking has ended and not remain in or around the building so as to minimise contact between hirer groups.
- The hirer cannot enter the premises earlier than the designated time, or before the previous hirer has departed.
- The hirer must ensure all persons check in and out of the premises via the Lilian Fraser Garden QR code provided or manually record the name and phone numbers of all persons attending the premises in connection with the hirer's booking.

Health and Hygiene

- The hirer must advise all persons attending, or proposing to attend, the premises in connection with the hirer's booking to observe the following NSW Health requirements:
 - Do not attend the premises if they have suspected or confirmed COVID-19 or display cold/flu-like symptoms
 - Leave the premises immediately if they become sick
 - Maintain good hygiene by washing hands regularly with soap and water or by using hand sanitiser
- The hirer must keep the name and phone numbers of all persons attending the premises in connection with the hirer's booking.
- It is recommended that the hirer supply hand sanitiser for all persons attending the premises in connection with the hirer's booking to maintain good hygiene.
- It is suggested the hirer and all persons attending the premises in connection with the hirer's booking download the COVIDSafe app.

Disinfecting High Touch Areas

- The hirer is responsible for ensuring all high touch areas are wiped down with disinfectant wipes before and after use of the premises.
- When cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before using disinfectant wipes.
- The hirer is responsible for advising any persons attending the premises in connection with the hirer's booking not to flush disinfectant wipes down the toilet. Disinfectant wipes are to be disposed of in bins or garbage bags.

Hirer's Checklist before Leaving the Venue

Please note the following conditions for Lilian Fraser Garden:

- Remove any decorations. Please note, sticky tape and blu-tack are not permitted as they remove paint.
- Return all tables and chairs to their designated storage space. The white, plastic chairs are to be lined up around the perimeter of the room.
- Leave the kitchen in a clean and tidy condition and all items removed from the fridge.
- Sweep all floors and mop up any spillages.
- Leave toilets in a clean condition (clean up any paper on the floors). Lock toilet and replace key.
- Place all rubbish in the outside bins. Any rubbish which does not fit into the outside bins must be taken away with you.
- Turn off all light, heaters, fans, air-conditioning and cooking appliances.
- Check that all external doors and windows are locked when you leave.
- First aid supplies – please note any items used and report to the bookings officer.

Please return the key to the Pennant Hills Library
within two working days after your event.