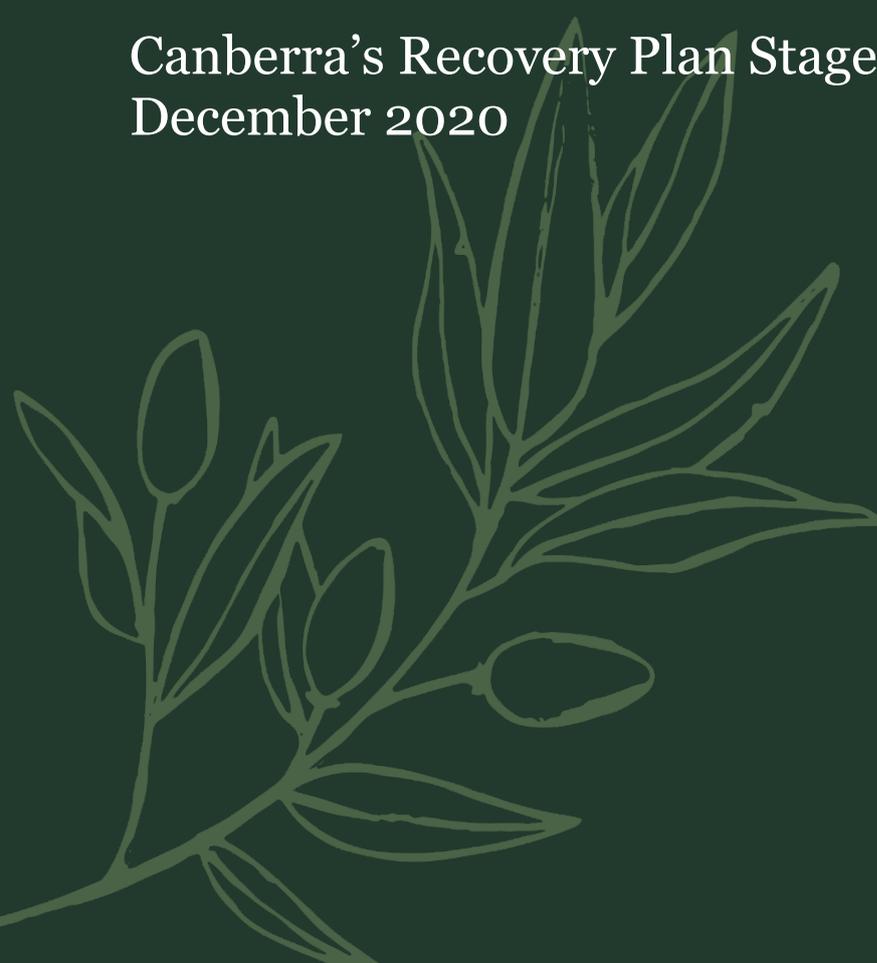




Australian National
Botanic Gardens

ANBG Venues COVID-19 Information for Venue Hires

Canberra's Recovery Plan Stage 4
December 2020



Australian Government
Parks Australia

COVID-19 Information for Venue Hires

Venue Safety Measures

With the easing of COVID-19 restrictions, our Venues team has implemented a number of protocols and policies to ensure the continued comfort and safety of clients, visitors and staff, adhering strictly to ACT Government regulations and requirements. Venue hirers must ensure they comply with all safety measures. Our full COVID Safety Plan is available on request. In venue spaces the following safety measures are in place:

Physical Distancing

- Maximum capacity restriction of up to 500 attendees per indoor or outdoor space or one person per 2 square metres, whichever is lesser.
- Maximum capacity signage displayed at the entry to all indoor venues.
- Signage on how to practice good physical distancing displayed in all indoor venues.
- Surplus chairs either removed or labelled to prevent use.

Cleaning & Sanitation

- Ensuring the highest standard of cleaning and sanitation of venues after each use following the [WorkSafe ACT Cleaning Checklist](#), using appropriate cleaning and sanitizing supplies to perform this cleaning and disinfection.
- Adequate breaks between bookings to allow for sufficient cleaning time; at least two hours between bookings.

Hygiene

- Adequate hygiene and hand sanitising stations provided, at least one per venue space, in good condition and adequately stocked.
- Signage on how to practice proper hygiene displayed in all venues.
- Training to ensure our staff demonstrate appropriate hand and respiratory hygiene.
- Guidelines to ensure staff stay home if they are feeling unwell or if they have been in close contact with a person who has or is currently being tested for COVID-19.

Contact Information

A Check in CBR code will be displayed at the entrance of each venue. Attendees should check in to the Venue using the Check in CBR app. Attendees should check in to each new venue if they move between buildings in the Gardens during their visit.

If attendees do not check in using the Check in CBR app they may be asked to provide their first names and phone number. This will be recorded securely to assist with contact tracing efforts, if required. These records will be deleted after 28 days.

Venues Office
Australian National Botanic Gardens
p: (02) 6250 9408
m: 0418 492 450
e: venues@anbg.gov.au

COVID-19 Information for Venue Hires

Obligations of the Hirer and Attendees

Physical Distancing

- Comply with the venue maximum capacity limits.
- Maintain a distance of 1.5 metres between attendees where possible, and as much as possible.

Hygiene

- Ensure participants stay home if they are feeling unwell or showing any flu-like symptoms.
- Practice proper hand and respiratory hygiene.
- Limit object handling and sharing of items.

Contact Information

Use the Check in CBR QR codes each time that you enter a building. Hirers should request that attendees who do not use the Check in CBR app provide their first names and phone numbers. This list should be sent to ANBG Venues after the hire and will be used to assist with contact tracing efforts, if required.

Venues Office
Australian National Botanic Gardens
p: (02) 6250 9408
m: 0418 492 450
e: venues@anbg.gov.au