

# Mount Alexander Shire Council: Attending our Youth Programs- COVID Safe Plan

## Important Updates & Changes to our Youth Space Program

Mount Alexander Shire Councils' Youth Development Team has developed a COVID Safe Plan for the re-opening of youth programs, activities and events to ensure that we are able to keep everyone safe.

The Covid Safe Work Plan incorporates responsibilities for everyone who attends our programs, activities and events. As we welcome you back, we ask that you adhere to the following requirements to help keep us all healthy and happy this year.

To keep Mondo Lounge accessible to as many young people as possible, we've made some changes to the way we deliver the program.

Mondo Lounge will now be operating 2 days per week.

Mondo will be open on Wednesday afternoon's between 3.30pm-6pm for ages 12-14 years and on Friday afternoon's between 3.30pm-6pm for ages 15 & over.

Splitting these age groups will allow more young people to access the venue and activities, lessen the risk of exceeding room capacity and density quotients and allow more time for staff to implement cleaning strategies during each session.

These changes are in place until June 2021, further updates will be provided to parents/carers in regards to the remainder of 2021 as required.

## Covid-19 Symptom Information

Young people should not attend any Mount Alexander Shire Council program if they are feeling unwell or display any COVID-19 symptoms, including:

- Running nose
- Cough
- Fever 37.5 or above
- Sore throat
- Loss of smell or taste

If a young person attends a program with COVID-19 symptoms staff will need to separate the young person, request the use of a face mask, contact a parent/ carer to pick the young

person up and encourage the young person to be tested. Staff may also request updates on the test results to help protect other participants attending the program.

## Attendance Record Keeping

Mondo Lounge's Sign in/ Sign Out procedures will remain in place with a couple of variations to the process. Young people will need to que 1.5m apart on arrival while a staff member signs them in. This is to avoid cross contaminations of pens, pencils and clipboards and to avoid overcrowding of the sign in area. Contact details will still be obtained, as per our usual practice, to enable follow up in the event of a confirmed COVID-19 case or for pick up if young person is exhibiting COVID-19 symptoms. On exiting the venue the process will remain the same although staff will provide two exits at the end of each session to avoid overcrowding of common areas during sign out.

## Temperature checking

A Mondo Lounge staff member will take young people's temperature on arrival. This process is non-invasive testing where the thermometer is held about one centimeter from your forehead to obtain your current temperature. Your temperature will not be recorded. Please see the image to the left on what the process is for each temperature range.

35.0° - 37.0°

- Your temperature is inside normal range
- You can enter the building

37.01° -37.5°

- Your temperature is at the higher end of normal range
- Please monitor your temperature every hour and leave the building if it rises above 37.5°

Over 37.5°

- Your temperature is in a range considered outside normal
- Please leave the building and advise the organiser of your meeting that you will not be attending

## Physical distancing

The youth space venue has been set up to promote physical distancing, and we encourage everyone to maintain a physical distance of 1.5 meters from other participants.

The Youth Space venue will utilise 3 separate rooms during each session to provide enough space for young people to participate in activities safely. Signage will be displayed at the entrance to each room with how many people can safely use the space at a time.

Staff will ensure adequate spacing when setting up activities, workshop and training sessions to allow for the appropriate social distancing.

## General Hygiene

We ask that you practice good hygiene whilst participating in our programs/ events. Staff will setup Sanitation Stations throughout the venue to promote good hand hygiene including hand sanitiser, hand wipes, spare face masks, alcohol swabs and disposal bins.

Good hygiene practices that limit the spread of the virus include:

- cover coughs and sneezes with the crook of your elbow or a tissue
- avoid touching your face, eyes, nose and mouth
- dispose of tissues hygienically in the designated waste bins
- don't high five/ hug and avoid any other close physical contact where possible.

## Hand Hygiene

Hand washing/ sanitizing should occur:

- before and after eating
- Before and after using a shared piece of equipment (e.g. game controllers, computers, board games, art supplies etc.)
- after coughing or sneezing
- after going to the toilet
- after changing tasks/ activities

- after touching high traffic surfaces such as kitchen bench, door handles, light switches, bathroom basin etc.

## Face Masks

Face masks will be mandatory to wear inside the venue at all times unless the young person has a lawful reason not to. This will be subject to change as directed by the Victorian State Government. During times where face masks are not deemed necessary inside of venues, staff may still request their use for specific workshops/activities such as cooking or baking.

Staff will provide access to face masks at all of our youth space activities and workshops for those in need. Masks should be well fitted to the face, without gaps, and should cover the nose and mouth area.

Where staff notice that a young person's face mask is noticeable damaged or soiled, they will request the person/s take a new one from the masks provided.

## Catering and Beverages

Mondo Lounge will continue to provide after school snacks and beverages at our Youth Space Activities. Young people will now be provided with individual snacks or beverages rather than open platter style catering. Staff will prepare all foods/drinks in accordance with our Covid Safe Plan and distribute to young people as needed. We encourage young people to bring their own drink bottle where possible to avoid use of the kitchen area.

## Cleaning Procedures

The Youth Space venue will be thoroughly cleaned and disinfected prior to each session, during high peak times and after each session following a Covid Safe Cleaning Checklist. Staff will regularly wipe down and disinfect any high traffic areas throughout each session such as

counter tops, door handles, tables, gaming equipment, art supplies and board games. Cleaning and disinfectant products will be available at all activity stations and young people will be encouraged to wipe down equipment as they finish using it.

## Confirmed, Casual and Close Contacts at the Venue

In the event of a confirmed, casual or close contact case at the Youth Space venue, staff will notify all parents/carers' of young people who had attended the Mondo Lounge Session as well as any community members, facilitators, Castlemaine Community House administrators and the Community Partnerships Manager. Any person/s in attendance at that week's session will be encouraged to get tested and self-isolate immediately until results are received. If a positive test is returned, you are to follow the advice and guidelines as set out by the Department of Health and Human Services.

## Additional Information

We understand these are big changes and require more attentiveness to keep us all safe. We appreciate you all following our guidelines to keep our community Covid-19 safe and look forward to working with you all again in 2021. If you have any further questions on the operation of Mondo Lounge for 2021, please get in touch at [youth@mountalexander.vic.gov.au](mailto:youth@mountalexander.vic.gov.au) or call (03) 5471 1700.