

COVID-19 Safety Plan

Eurobodalla Shire Council In-Person Citizenship Ceremonies

Responsible manager	General Manager
Contact officers	Executive Services Coordinator, Executive Services Officer
Directorate	General Manger
Approval date	1 July 2020
File number	S002-T00008

Eurobodalla Shire Council plans to host in-person Citizenship Ceremonies from September 2020. Ceremonies will be held in accordance with current COVID-19 restrictions and guidelines, as set out by the Australian and New South Wales Governments.

Traditionally, Council holds Citizenship Ceremonies four to six times per year. These ceremonies are held in the Eurobodalla Shire Council Chambers. The Ceremonies NSW team, through the Department of Home Affairs, provides Council with a list of conferees for each ceremony. Conferees are able to bring guests along to the ceremony.

This document outlines how Council will help protect attendees and staff at in-person Citizenship Ceremonies.

Implementation of COVID-19 Safety Plan

WELLBEING OF ATTENDEES	
<i>Considerations</i>	<i>Actions</i>
Ensure attendees are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.	Invitations are sent to attendees for Citizenship Ceremonies. When invitations are sent to conferees, they will be advised not to attend the ceremony if they are feeling unwell or if they have any respiratory or COVID-19 symptoms.
Remind attendees that it is important they do not attend if they are feeling unwell and encourage them to get tested.	When attendees RSVP for the ceremony via phone or email, they will be reminded by Executive Services staff that it is important to not attend if they are feeling unwell or if they are showing any symptoms of COVID-19. We will remind Conferees that we are able to postpone their Citizenship Ceremony to a later date if they are feeling unwell.
If an attendee has symptoms and asks if they should attend the event, encourage them to see their GP or attend a local fever clinic.	If an attendee has symptoms and asks if they should attend the Citizenship Ceremony, they will be told not to attend by Executive Services staff. They will also be encouraged to see their GP or attend a local fever clinic. If the attendee is a candidate for Australian Citizenship, Executive

	Services staff will move their information to the next available ceremony date.
Consider ways in which attendees can be involved through video broadcast or live stream rather than in person.	Council will investigate options to video broadcast or live stream the ceremony to allow the candidate's family and friends to watch the ceremony online. If these services are available, conferees will be advised prior to the ceremony.
Exclude staff and visitors who are unwell.	All attendees and staff will be required to walk through Council's temperature check station at the front reception area. Any staff member or attendee who activates the warning system will be asked to leave and encouraged to see their GP or attend a local fever clinic. Any staff member or attendee that feels unwell for any reason or is displaying any other symptoms of COVID-19 will also be asked to leave and encouraged to see their GP or attend a local fever clinic. If the attendee is a candidate for Australian Citizenship, Executive Services staff will move their information to the next available ceremony date.
Provide staff with information on COVID-19 including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All Executive Services staff involved in organising and running Citizenship Ceremonies have been provided with information about when to get tested, physical distancing requirements and what to do in the event that a sick visitor attends. All staff will be provided with a copy of this plan each time a review takes place to ensure they are up to date with the most current arrangements.
Display conditions of entry. Consider displaying the maximum number of people allows in each space.	Signs will be displayed at all entries of the Council Chambers to remind attendees of the conditions of entry. These conditions include social distancing, personal hygiene and ensuring attendees maintain the one person per four square metres rule.

PHYSICAL DISTANCING	
Considerations	Actions
Ensure that 1.5 metres distance between attendees is maintained (excluding people in the same household) and consider seating attendees from the same household together.	There will be allocated seating at the venue to ensure that attendees are 1.5m apart, with the exception of people who reside in the same household, who will be seated together.
Capacity must not exceed one person per four square metres up to a maximum of 20 participants maximum per event in community halls (22 June 2020).	We are permitted up to 20 people in the Council Chambers, and we will not exceed this. Attendees will be advised that they are only able to bring one guest with them to the ceremony. The number of potential conferees invited will depend on how many local Members of Parliament and staff will attend the ceremony to ensure we do not exceed the capacity of the venue.
If you want to have singing or live music, consider having solo singers rather than group singing. Ensure that there is extra room for singers (at least three metres from other people).	Instead of having school bands/choirs or live singers attend the ceremony for the National Anthem, we will be using a pre-recorded version of the National Anthem. There is no other singing or performing that is required during the Citizenship Ceremony.
Ensure activities are non-contact as much as practical.	Council staff will ensure that the ceremony will be as non-contact as much as practical. Executive Services staff will sanitise hands in between conferees during the registration process (identity checks and paperwork). There will be a 'no handshake' policy in place for the Citizenship Ceremony. Citizenship certificates and a gift will be handed to conferees by the Presiding Officer, however there will be no handshake. Photographs will be taken at this point to avoid gatherings at the end.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	In the Council Chambers, seating will be allocated to ensure a 1.5 metre distance is maintained between people. In the walkways and area of registration, there will be markers on the floor to promote physical distancing between people.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Attendees of the Citizenship Ceremony will be reminded at the end of the ceremony to avoid gathering outside of the building when the ceremony ends.

HYGIENE AND CLEANING	
Considerations	Actions
Ensure hand sanitiser is accessible at the ceremony.	Hand sanitiser will be available at the entry of the Council Chambers and at the registration table.
Ensure bathrooms are well stocked with hand soap and paper towels.	We will ensure that bathrooms are well stocked with hand soap and paper towels prior to the Citizenship Ceremonies taking place.
Provide visual aids above hand wash stations to support effective hand washing.	Signage is in place at hand wash stations to support effective hand washing.
Ensure frequently used indoor hard surfaces are cleaned.	Surfaces will be cleaned prior to the ceremony and following the ceremony. As the ceremony only takes a maximum of 30 minutes, surfaces will not be cleaned during the ceremony.
If attendees are required to sign paperwork, consider asking them to bring their own pens or have a plan to clean shared pens and the area surrounding them in between attendees using them.	Attendees are required to sign paperwork on the day of the ceremony. There will be one pen per person provided to ensure that there is no sharing of pens is required. Attendees will fill out paperwork at their assigned seats so there is no need to clean the area surrounding them during the ceremony.
Consider alternatives to books, booklets or other shared objects during the ceremony.	A program of events will be provided to each attendee. These programs will be one per person and will be located at their assigned seat on arrival to ensure there is no need for shared programs during the ceremony.
Think about how other hygiene risks can be minimised, such as not sharing food and making sure people can remember which glassware is theirs.	Food and drinks will not be provided at the Citizenship Ceremony until further notice to ensure safety of attendees.
Consider alternatives to physical gifts.	Physical gifts will be provided to conferees with their citizenship certificates. These will be one per person and handed to them by the Presiding Officer.
People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after.	Staff that are involved with cleaning or reorganising furniture will be provided with gloves and encouraged to wash hands thoroughly before and after moving the furniture.

RECORD KEEPING	
<i>Considerations</i>	<i>Actions</i>
Keep a record of all people who attend the ceremony including name, phone number and email address. Keep this list for 28 days after the event.	Council will keep a record of all people who attend the ceremony including Council staff, conferees and guests. This list will be compiled when people RSVP to attend the ceremony and will be checked on the day of the ceremony. Any additional people who attend the ceremony will also be added to the list on the day. This list will be kept in Council's record management system, ECM, following the ceremony.
Encourage guests to download the COVIDSafe app to support contact tracing if required.	Attendees will be encouraged to download the COVIDSafe app prior to attending the ceremony. This will be outlined in the invitation letter that is sent to all conferees.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19.	In the event that there is a positive case of COVID-19 identified following a Citizenship Ceremony, Council will cooperate with NSW Health as required.

Review of COVID-19 Safety Plan

This plan will be reviewed prior to each Citizenship Ceremony to ensure that it meets the current guidelines, regulations and advice provided by the Australian and New South Wales Governments.

Change history

<i>Version</i>	<i>Approval date</i>	<i>Approved by</i>	<i>Change</i>
1	1 July 2020	General Manager	Not applicable