

COVID-19 AND VIEW CLUBS

Process for Information Distribution



1. COVID-19 and VIEW Clubs *Guidelines for Face to Face Activities* and *Member Statement of Responsibility*, will be sent to all VIEW Clubs for distribution to all members, made available at view.org.au/COVID-19 and if a member is not on email then the President/Secretary/Nominated Committee member is to ensure distribution to said member (telephone/explain)
2. All VIEW Club members are to be fully aware so that when they attend an event/activity they will need to have read and agree to the VIEW COVID-19 *Statement of Responsibility*. The *Statement of Responsibility* needs to be available in printed format for members to read at the registration desk of the VIEW event/activity with a registration list of all members (and guests) attending.
3. Members, Visitors and Guests must read the *Statement of Responsibility* and sign their name on the registration sheet and provide current phone and email details.
4. These Sign-in/Registration sheets should be kept by the Club Secretary or nominated Club Committee member for record purposes.