

# COVID-19 AND VIEW CLUBS

## Guidelines for Face to Face Activities



*This document is to be distributed to all VIEW Club members.*

### **Your safety is important to us, now more than ever**

As VIEW Club members, your health and wellbeing is important to us. We want to support you to limit the risks associated with the COVID-19 virus when you are engaging in your VIEW activities, so that you feel safe and comfortable as you return to your VIEW Club's activities.

### **Your part in maintaining our collective health and wellbeing**

The Smith Family takes seriously its obligations to protect the health, safety and wellbeing of all its team members, and volunteers, including VIEW Club members. VIEW Club members also have an important role to play in protecting their own health, and the health of those around them.

### **Guiding principles**

VIEW Club members are encouraged to find opportunities to continue supporting VIEW/The Smith Family throughout the pandemic subject to the following guiding principles:

- VIEW Club members should continue to refer to Federal and State regulations COVID-19 advice, to guide the safe return of members to VIEW Club face to face activities during the pandemic.
- VIEW Clubs should promote the following key messages to their members in connection with the return to activities:



- Individual VIEW Club members are best placed to assess their own circumstances and risks and should not feel pressured to return before they are ready. Individual members should only return when they feel safe to do so taking into account their personal circumstances and any general or individual health advice relevant to them.
- **Vulnerable VIEW Members**
  - VIEW members deemed 'vulnerable' under government guidelines are encouraged to make decisions about their return to VIEW activities based on known risks and health advice.
- **Risk assessments:**
  - If and when VIEW Club venues re-open – the VIEW Club Committee or nominated VIEW Club member must ensure that a safe environment has been established, such as ensuring that measures to promote social distancing and personal hygiene among staff, VIEW members and other patrons (if any) are in

place. If you are not confident with the practices at a particular venue you may need to find an alternate venue.

- You can find guidance about safe environments on <https://www.safeworkaustralia.gov.au/>.
- VIEW clubs may elect to suspend/pause the activity at a particular venue if you are not confident with their practices until the venue is considered safe for VIEW members (or alternatively find another venue).

- **Statement of Responsibility**

- All VIEW Club members returning to regular activities during the COVID-19 pandemic will be asked to recognise the important role each member plays in maintaining their own health and the health of other members.
- VIEW Club members will be asked to acknowledge and agree, before resuming and attending any face to face VIEW Club activities that:
  - They do not presently have any COVID-19 symptoms (including sore throat, dry cough, shortness of breath, fever, tiredness, loss of taste or smell) etc.;
  - They have not knowingly been in contact with anyone who has/had COVID-19;
  - They have not travelled overseas in the last 14 days or knowingly been in contact with anyone who has returned from overseas in the last 14 days;
  - They understand the hygiene, safety and physical distancing protocols are for their benefit and the benefit of others and agree to follow these protocols;
  - They take responsibility for following the government guidelines and other health advice as it applies; and
  - If they are a person in a higher risk category [<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-older-people#people-most-at-risk>]\* They have carefully considered the risks associated with their VIEW Club activities (including, if appropriate, in consultation with a qualified health professional) and whether to participate at this time and will take any additional precautions which are reasonably necessary to ensure their safety.
- **Visitors and/or Guests** – These same screening questions and agreement will be asked of all visitors and guests to VIEW Club functions or activities.

***A pro-forma Member Statement of Responsibility listing the above statements and the Process for Information Distribution will be distributed to all VIEW Club members***

- **Transport**

- VIEW members are encouraged to avoid travelling during peak periods, particularly if they are reliant on public transport and to adhere to the social distancing rules when car-pooling.  
VIEW Clubs are encouraged to consider the timing of meetings or activities to support their members.

- **Health and Wellbeing**

Hand Sanitiser

- Hand Sanitiser to be available at Club meeting registration desk if not already provided by the venue.

Club Monetary Transactions

- VIEW Members are encouraged to use Electronic Funds Transfer (EFT)/Direct Debit, where possible for prepayment of meal money, raffle tickets, donations etc. When handling cash for meal money, raffle sales, donations, member fees etc. members are encouraged to use disposable gloves if available (unless the governmental guidelines prescribe otherwise in your State).

- **Communication**

- Regular general updates and communication to VIEW Clubs of COVID-19 will be distributed through the usual VIEW communication channels eg to Club Secretaries for distribution to members and will also be available on the VIEW website.
- Clubs are reminded to contact by telephone those members who are not on email to ensure COVID-19 communications are received.

- **Process if COVID-19 symptoms are shown** - If a member has contracted COVID-19, or has been in contact with someone who has tested positive, we request that the member inform their National Councillor ASAP so that further action may be considered if other VIEW members may be at risk. Be assured that privacy surrounding medical condition of Members will be met as much as practicable.