

EMBROIDERERS' GUILD OF THE ACT COVID-19 ROOM GUIDANCE

The Guild's priority is the health and well-being of our members. We are also obliged to comply with any legal requirements in relation to the COVID-19 situation, as are all our members.

The Guild rooms will be opened for those members who wish to attend and stitch and for special interest groups subject to the following:

- Until general gatherings are allowed in the ACT the Guild will have a booking system to allow members to book into stitching sessions. Bookings are taken in good faith but members should understand that if there is a sudden change in government requirement booked sessions may not be allowed to continue.
- The numbers for any session will rely on both the maximum allowed by ACT law **and** the room capacity in square metres also taking into account social distancing requirements of 1.5 m space between individuals. Based on this the main guild room (the 'quiet' room) can seat up to 8 people, the library room 4, and the tea room 6. The office and recycle room are limited to 2 people each. Seat positions are set up already and chairs should not be moved.
- Committee members and convenors are included in the total number. At any session there will be one committee member or convenor to open up the rooms, disinfect the areas being used and monitor social distancing. The rooms will be disinfected at the end of each session. In addition, if a work station is vacated before another may sit down it will be disinfected.
- Members attending the Guild rooms should follow social distancing (1.5 m space and no direct contact) and comply with reasonable requests from the convenor/committee member. Members are asked to avoid shaking hands, hugging or kissing. If an individual refuses to observe social distancing they will be asked to leave the premises and future bookings may not be accepted.
- Members wanting a tea or coffee should bring their own drinks, including hot water, eg a thermos. While all members look forward to sharing home cooked food we also ask that members do not bring in any shared food.
- Members are asked to sign in to the Guild on each visit and to make sure there is up to date contact information in the event we need to contact people.

Members who have any symptoms of COVID-19 (runny nose, fever, cough, sore throat, shortness of breath or diarrhoea) should not attend the Guild. Also, please do not come to the Guild if you have had contact with someone who has or is suspected of having COVID-19, or if you are in self isolation or quarantine.