

**THE EMBROIDERERS' GUILD ACT**  
**COVID-19 SAFETY PLAN April 2022**

The Guild's priority is the health and well-being of our members, many of whom are in a vulnerable age group. The Guild is obliged to comply with any legal requirements in relation to the Covid-19 situation, as are all our members. We are aware that the situation could change at any time.

ACT Government Covid-19 information is at [www.covid19.act.gov.au](http://www.covid19.act.gov.au)

Note that the Guild rooms are in a building which is also used by a school and after school care, necessitating extra precautions.

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

- Anyone who is unwell, symptomatic (including runny nose, cough or sore throat) or anyone who is a close contact, must not be in the Guild rooms. Family or household members of a person with Covid-19 should not come to the Guild rooms for a minimum of seven days after the person in their household has been diagnosed.
- Members should follow good hygiene practices (sanitisers are available), avoid shaking hands or hugging, and try to maintain physical distancing (1.5 m) wherever possible.
- Room spacing is set at 1 person per 2 sq m. Based on this, the maximum numbers of people in the rooms are: big room 25, quiet room 12, tearoom 9, office 4, RAGS room 4, library 6.
- All members and visitors should sign the attendance book.
- Wearing of masks in the Guild's rooms is a personal choice but masks must be worn in the foyer, corridor, and other shared spaces in the building.
- Members should bring their own mugs for tea and coffee breaks. Hands are to be sanitised before touching the tea/coffee making facilities. Food should not be shared unless items are individually wrapped – wrapped biscuits will be available.
- Hands are to be sanitised before touching any item on the recycling table.
- Committee members, convenors and coordinators should keep abreast of the Covid-19 situation in the ACT.
- Convenors should monitor social distancing – eg if a room seems to be too crowded, members need to spread into another room.
- If a convenor is unable to attend a meeting due to covid-like symptoms, that person should notify the president or the secretary so a substitute person with a key can be arranged.
- The meeting rooms are shared spaces and users should disinfect furniture they use before leaving a meeting.