

# COVID Venue Hire Protocols & Procedures

Please refer to our [COVID Guest Protocols and Procedures](#) as to personal care and responsibilities as a guest of the ASC.

## Organisers

- It is the organisers responsibility to actively manage communication with their event attendees all COVID related policies and procedures for attendance at the event / college.
- Organisers must impart to their attendees the importance of non-attendance in the case of COVID actual/suspected diagnosis or active respiratory symptoms

## Presenters

- Presenters are responsible for supervising their participants adherence to the following guidelines
- Where practical all doors to the training space are to be left open to ensure maximum ventilation of the space.
- At the end of the day all used desks / chairs and door knobs are to be wiped over with provided disinfectant spray
- Presenters are required to keep accurate contact details of all class / workshop attendees to allow for contact tracing if required (presenters will be responsible for contacting their own clients)
- At the end of each day, workshop organisers are responsible for cleaning of all items used (desks, stools & chairs, laptop, trolley, whiteboard, massage tables etc). If linen is used, all linen is to be replaced each day with fresh linen and used linen to be removed from the building each day. Fresh linen must be used per person.

## Participants/presenters

- At the end of class all used desks / chairs are to be wiped over with provided disinfectant spray
- Participants are to bring any linens required to any practical classes / workshops including cover sheet, head cloth and treatment cloth
- Hand sanitiser is available at the front desk for use
- Hands are to be thoroughly washed using hot soapy water prior to and following hands on treatment practice within class
- All drinking glasses, mugs etc are to be washed in hot soapy water, dried and put away after use.