

## SCAV Guide for Committees

### Apartment Living and COVID 19

‘Yesterday, we reached a grim new milestone, the most cases in a single day. Today, we surpassed it.’

*Statement from the Premier 07 July 2020*

Yesterday, Victorian’s were told based on the advice of the Chief Health Officer, that Stage 3 "Stay at Home" restrictions are being reinstated across metropolitan Melbourne and Mitchell Shire. Effective 11:59pm Wednesday 8 July, for six weeks.

This will incorporate those areas that were recently identified as ‘restricted postcodes’ and had moved back to Stage 3 restrictions in the week prior to this announcement.

For all of us living in these areas, there are now, once again, only four reasons for any of us to leave our homes, our principle place of residence.

- Shopping for food and essential items
- Care and caregiving
- Daily exercise
- Work and study (where it can’t be done from home)

**Metropolitan Melbourne:** Banyule, Hume, Moreland, Bayside, Kingston, Mornington Peninsula, Boroondara, Knox, Nillumbik, Brimbank, Manningham, Port Phillip, Cardinia, Maribyrnong, Stonnington, Casey, Maroondah, Whitehorse, Darebin, Melbourne, Whittlesea, Frankston, Melton, Wyndham, Glen Eira, Monash, Yarra, Greater Dandenong, Moonee Valley, Yarra Ranges, Hobsons Bay

**Mitchell Shire:** Broadford, Kilmore, Seymour, Tallarook and Tooborac.

It’s understood that the community services and facilities in these areas are to once again be closed. This includes sports centres, pools, saunas, spas and gyms. As well as outdoor playgrounds, recreational and gym equipment. Restaurants and cafes are once again limited to open for take away and delivery only. Food courts will continue to be closed. Pubs, bars, clubs, and nightclubs will now be closed again. Although may offer take away or home delivery of food and alcohol. Bottle shops are allowed to remain open.

For those living in regional Victoria, where case numbers remain low, current restrictions remain the same for now; i.e. 5 visitors within the home, 10 outside, including physical distancing. Public services and facilities in their limited capacities. Venues and restaurants limited to 20 patrons with physical distancing of 1.5metres.

Remember living in a strata community may pose higher risks of contamination with increased traffic through the common areas, although it can also have its benefits if the community complies with hygiene and physical distancing protocols as well as respects and supports each other.

Your strata community should already have in place a pandemic plan that includes how it will support residents who may contract the virus and minimise their need to leave their apartment.

Now more than ever, the goodwill of the community is needed, to rally up the strength to continue to work together to contain the potential spread of the virus.

## Can we continue to remind residents of the risks?

Yes definitely, we're not through this yet. In fact advising residents of what the OC is doing to recognise them as part of the Community and what measures can be taken to protect their own health also notifies them of what their fellow residents are doing that protects them.

You may wish to put up posters on the common property, if you haven't already, to encourage and remind residents how to stop the spread of the virus. You can access these via the Department of Health. [Click here for these resources.](#)

## Can we ask residents to disclose to the OC if they are self-quarantined or infected?

Remind residents now, for the safety of all, that they should notify the Owners Corporation should they be in quarantine. While we would undoubtedly dislike being the one infected, and may feel at this point in time that it is a breach of our own personal privacy, notifying others may enable the support needed while you are unable to leave your apartment; eg. rubbish removal, delivery of food and goods etc. A cooperative Community will also ensure that as a fellow resident, you are notified if someone else in your building has the virus and allow you to take extra precautions. Allowing it to work both ways.

More formally we note that all residents and their visitors (when permitted) are bound by the Model Rules as well as any Consolidated Rules. The Model Rules provide a duty under 1.1 and 6.1 to not cause a hazard or interfere with quiet enjoyment.

*1.1 Health, safety and security of lot owners, occupiers of lots and others*

*A lot owner or occupier must not use the lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier, or user of another lot.*

*6.1 Behaviour of owners, occupiers and invitees on common property*

*An owner or occupier of a lot must take all reasonable steps to ensure that guests of the owner or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.*

## What should we do if we are advised that someone is self-isolating or has contracted the infection?

If you are notified or become aware, you must keep the identity and specific location confidential and only disclose to parties that need to know. The parties that need to know are:

- Any contractors who service the site  
This allows them to increase their own Personal Protective Equipment (PPE) protocols. They only need to know specific details if they are providing a behind the door service.
- The Owners Corporations Manager and Building Manager as applicable  
They should be advised which apartment it is, in case something needs to be escalated.
- Residents
- Place a notice on the bulletin board advising that a case has been reported. Do not provide private and confidential information. It can be a general notice, confirming the presence of a case and to adhere to published health guidelines.
- Affected Resident  
Provide details to the resident concerned as to what they must do with respect to deliveries, essential visitors, rubbish and any other property restrictions.

## What should we do about complaints?

Enforcing the Rules is a Committee responsibility but during extreme circumstances such as these, where building occupancy will be at maximum and everyone living in close quarters a Committee should act reasonably and consider carefully practical solutions to keep Community harmony.

Some Rule enforcement like drying the washing on the balcony, tolerance of “quiet enjoyment” and pets may need to be relaxed. Common sense should be used.

## How many people can visit each apartment?

For Owners Corporations within Metropolitan Melbourne or the Mitchell Shire, no visitors are permitted at all. Unless it is to deliver care or essential services, or for the purpose of baby-sitting while you have to leave home for one of the four essential reasons. At all times any visitors permitted under these restrictions must maintain good hygiene and physical distancing requirements.

Owners Corporations located outside the identified ‘restricted suburbs’ may continue in line with the restrictions announced 21 June; having up to 5 visitors in a home at any one time.

The Committee may need to assess the frequency of cleaning of high touch areas of the building, including use of lifts, intercoms, entranceways, door handles etc.

In order to manage risk, the Committee may consider additional entry requirements such as a sign in/sign out sheet and a declaration that they have not been in contact with any patrons or cluster sites associated with COVID-19 and/or from any of the restricted suburbs.

## How many people can use the lift at any given time?

The number of people within the lift should be limited to enable the 1.5m physical distancing requirement; i.e. the number that should be in a lift will be limited by the size of the lift and relevant to the relationship of its users; i.e. if members of the same family/household.

**With respect to the premises outside the restricted areas;** Recent advice from Work Safe Australia has advised that restrictions may be reduced in the use of lifts in commercial buildings. Safe measures are still required, together with additional precautions and warnings necessary to not only advise users how to minimise risks, but to also ensure any additional risks arising out of its use or alternative ways to access the building, are also addressed. Including ways to deter people congregating outside lifts while waiting, signs for maximum numbers, access to hand sanitiser, potential trip hazards if using stairs, or the ability for those using emergency stairs to be locked in etc.

You can read more on these preventative measures and access instructional signage at Safe Work Australia.

**For all lifts, lift lobbies and lift users** with respect to residential premises', there remains a void on clear directives from Government. However, taking guidance from Safe Work Australia it remains prudent to include signs that remind residents to avoid physical contact to reduce the risk of spread as well as, address any potential risks from use of alternative means of access to and from the building.

The Committee can also consider use of hand sanitiser and/or alcohol wipes in these high touch areas.

## Can we re-open our shared facilities such as the pool, spa, gymnasium?

No, all owners corporations pool, spas and gymnasiums located in the restricted suburbs, must now remain closed or be closed. This includes any of these facilities that may have re-opened under the lighter restrictions introduced 21 June.

**For owners corporations in regional Victoria** (i.e. outside the restricted areas) the lighter limitations apply. We continue to advise however, that the directives provided to shared facilities and services offered within residential premises' remains void. It is not evident that the Government's advice to community centres, dining areas or pools may now open to limited numbers, directly relates to the use of the similar facilities within owners corporations.

Keep in mind that facilities accessed by the public are manned, whether it be by direct staff of the facility and/or contracted staff and have strict measures imposed on them during this stage of the restrictions. An OC should only consider re-opening its shared facilities if it is outside the restricted areas and has measures in place to control and minimise the risks the Government and the Health Department are informing us of.

If an OC outside the restricted areas should choose to reopen its facilities it will need to consider and put protocols in place to guide its residents on the safe and compliant use at the time; i.e. in line with Government restrictions.

The OC will need to determine:

- How it will limit the number in attendance in the area at any given time.  
No more than the maximum 20 people permitted by the current restrictions and dependent on the size of the space to allow for 1 person per 4 square metres.
- How it will maintain a register of users of the facilities/equipment.  
Require all users to register their name, date and time of use.  
This will enable the Health Department to notify all users if someone having contracted the virus can be traced back to having used the facility.
- What additional health precautions are to be put into place?  
Requiring users to clean hands prior to entry and use of equipment, facilities  
Requiring users to wipe down seats, gym equipment etc. before and immediately after use  
Provision of hand sanitising location and/or alcohol wipes, including the point of entry and location of register for pen use
- How it will communicate all these requirements and protocols to users  
Signs in the area of the shared facility, using both text, images and varying languages  
Notice Board bulletins  
Correspondence, letter/newsletter to each apartment etc.
- What additional measures need to be taken by the OC?  
Additional more frequent cleans of shared facilities and services, including toilets within these shared areas.

## Can we now use our garden and bbq facilities?

No. For owners corporations within the restricted areas, garden areas and barbecue facilities should remain closed or be closed again.

**For owners corporations outside the restricted areas**, the Government restrictions in place from 22 June do permit each home to have up to 5 visitors at a time. This applies both indoors and outside of the home and continues to require us to maintain a physical distance of 1.5metres from each other.

When gathering socially in public areas, a total of only 10 people are permitted.

If re-opening garden and other shared community space to residents, you should include protocols that will minimise risks.

Wiping down of any seats and tables before and after use, taking rubbish away. Should a time limit be imposed, or general advice to be considerate of others wanting to use the same space.

If using barbecue facilities, the requirements may be more diligent, requiring use of the area to be pre-booked or recorded.

When communicating these protocols to the residents, remind them that these measures are to minimise risks and do not remove all risks. Use of the area is at a resident's own discretion and common sense and consideration of all is appreciated.

## Can we now hold our Annual General Meeting face to face?

No. There are only four essential purposes to leave home. To attend meetings is not one of them.

Wherever possible owners corporations should be convening meetings to make critical decisions by a virtual means or by ballot.

**Even under the lighter restrictions for areas outside the restricted suburbs**, Victorians are still required to work from home where-ever possible until the end of July. Only essential gatherings or social gatherings of less than 10 people may take place.

This indicates that only essential business should require people to meet. Where possible AGM's should continue to be held virtually and/or deferred.

If an Annual General Meeting (AGM) must be held to comply with legislative requirements, i.e. to be held within 15 months of the last AGM, then it can only be considered where there will be less than 10 people present. The OC must hold the meeting in a venue that will allow for the 4 square metre physical distancing requirement and should provide hand sanitising facilities. All surfaces should be cleaned down including tables, seats, door handles etc. before and after the event.

The venue must be set up to accommodate and discourage any attendees from being in close proximity to each other.

Remind attendees to greet each other from that same distance and avoid physical contact when moving about the room, as well as require them to bring their own pen and papers. You could also consider combining the face to face meeting with a virtual platform to encourage people to attend online or via the telephone from home.

Be sure to advise all lot owners that it is for the benefit of all, that they should not attend the meeting if:

- they feel unwell or have a temperature
- they have been in contact with anyone who is suspected of having the COVID-19 virus, or
- has been in contact with anyone identified as having the virus in the last 14 days, or
- has been caring for someone who is unwell, or
- has visited any locations where cases of the virus have been reported, or
- has recently returned from overseas travel or been in contact with those who have.

If there is any doubt or concern, or just wherever possible, meetings should be held virtually, by teleconference or online platforms. An alternative may be to make any important decisions via ballot.

## So, what does this all mean for you as the Committee?

The Committee is the designated representative of all the owners (and by default residents) that live in your development. You are responsible for the health and safety of your residents on behalf of the OC.

At this stage there remains very little published by the Health Department as to any specific obligations a building owner has when providing shelter to a person with or suspected to have COVID-19. However, the Government continues to maintain containment measures for social distancing as well as for non-essential services, non-essential businesses, venues and activities which impact pools and gyms, as well as cafes and food courts.

The Government has also put into lockdown 9 public housing buildings where residents within these high-rise communities have tested positive to the virus. Enabling a small window of time for all residents to be tested and measures put into place to prevent any potential further spread within the building and potentially back into the outside community.

SCAV as the peak industry body for the strata industry has consulted with several professional organisations to develop this guide for Committees and continues to advocate to Government for more direct and relevant advice for Strata Communities.

If you have a Building Manager request a copy of their Pandemic Management Plan.

If you do not have a Building Manager, you will together with your Owners Corporation Manager (if applicable), need to develop your own Pandemic Management Plan, if you haven't already. To do this you will need to:

- Map your dependencies to understand where disruptions might impact your development. For example, greater parcel delivery, more visitors and impact of financial reserves.
- Review the preparedness of your critical third parties (Fire, Pool, Cleaning, Waste removal etc.) as these services may continue to be affected.
- Create a communication platform to keep residents informed. This could be as simple as a daily or weekly bulletin in the lobby or using technology platforms.
- Remain responsible for management of contractors visiting the site. You are advised to not directly approach contractors. Contractors will continue to be organised and instructed by your OC Manager via official work orders. It may continue to be necessary to delay non-essential work/activities on-site, however this will be done in consultation with the Committee as and when required.
- List the common areas most at risk for contamination and put in a management strategy for each area. For example, some things to think about are:

The table below relates to activities of owners corporations within the restricted areas.

Risk Area	Risk Control	Action
<b>GYM</b> <b>Surface Contamination</b> <b>Social Gathering</b>	The gym must remain or now be closed in compliance with Stage 3 restrictions.	If closed continue to maintain the same protocols. If it was opened under the lighter restrictions announced 22 <sup>nd</sup> June, it must now be closed again.  Notify residents of the stance taken by the OC, reason for closure.  Maintain and/or affix signs advising of closure until further notice and thanking residents for their understanding.  Continue to restrict access to (lock off) the gymnasium to residents.
<b>POOL/SPA</b> <b>Surface Contamination</b> <b>Social Gathering</b>	The pool/spa/sauna must remain or now be closed in compliance with Stage 3 restrictions.	If closed continue to maintain the same protocols. If it was opened under the lighter restrictions 22 <sup>nd</sup> June, it must now be closed again.  Notify residents of the stance taken by the OC, reason for closure.  Maintain and/or affix signs advising of closure until further notice and thanking residents for their understanding.  Continue to restrict access to (lock off) the pool/spa to residents.
<b>BBQ &amp; COMMUNITY AREA</b> <b>Surface Contamination</b> <b>Social Gathering</b>	Shared community areas such as barbecue areas must remain or now be closed in compliance with Stage 3 restrictions.	If closed continue to maintain the same protocols. If it was opened under the lighter restrictions 22 <sup>nd</sup> June, it must now be closed again.  Notify residents of the stance taken by the OC, reason for closure.  Maintain and/or affix signs advising of closure until further notice and thanking residents for their understanding.  Continue to restrict access to (lock off) the barbecue and community to residents.

<p><b>SHARED OUTDOOR GARDEN AREA</b></p> <p><b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Shared community areas such as garden areas should remain closed or could now be closed again in compliance with Stage 3 restrictions.</p> <p>If remaining open (i.e. in the instance where this is limited furniture and therefore limited areas for potential contamination and virus spread, the area can only be in use by the maximum number of people that ensure compliance with 1.5m physical distancing.</p> <p>Additional hygiene protocols should be recommended.</p>	<p>Provide a notice to residents that confirms that use of the garden area is now closed and reasons for this closure. Affix signs to advise the same.</p> <p>Alternatively, should the Committee assess that there is a minimal chance of spread due to the area not having tables, chairs etc that increase the risk of spread through contaminated surfaces, then it may decide to permit an area to be open to its residents to benefit from the purpose of essential exercise.</p> <p>At all times however residents should be mindful of maintaining good hygiene, taking rubbish with them adhering to the current physical distancing requirements.</p> <p>Signs could be affixed to advise the maximum number of users of the area at any given time; i.e. when applying 1 person per 4 square meters.</p> <p>Also remind residents to be mindful of the potential risks of contaminated surfaces, as well as the benefits of wearing gloves, masks as extra precautions.</p>
<p><b>TOILET &amp; SHOWERS</b></p> <p><b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>These facilities should remain closed or now be closed once again in compliance with Stage 3 restrictions.</p> <p>In areas where it may be mandatory for these facilities to remain open they additional cleaning is essential to avoid the risk of spread through faeces and infected surfaces.</p>	<p>If closed continue to maintain the same protocols. If it was opened under the lighter restrictions 22<sup>nd</sup> June, it must now be closed again.</p> <p>Notify residents of the stance taken by the OC, reason for closure.</p> <p>Maintain and/or affix signs advising of closure until further notice and thanking residents for their understanding.</p> <p>Continue to restrict access to (lock off) the area to residents.</p> <p>Authorise and arrange additional cleaning regime.</p>

<p><b>LIFT ACCESS</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Lifts to remain in operation with</p> <p>Increased cleaning schedule</p> <p>Users exercising physical distancing</p>	<p>Consider hand sanitizer in lobby, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high risk infection rate.</p> <p>Encourage residents to implement physical distancing requirements.</p> <p>Affix signs to ensure the 1.5meter social distancing rule is adhered to.</p>
<p><b>INTERCOM SYSTEM</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Increase cleaning schedule</p> <p>Exercise physical distancing</p>	<p>Consider hand sanitizer in lobby, request in interest of all that it not be removed.</p> <p>Recommend gloves be used.</p> <p>Authorise and arrange additional cleaning regime.</p>
<p><b>WASTE ROOMS and CHUTES</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Increase cleaning schedule</p> <p>Exercise physical distancing</p>	<p>Install signage.</p> <p>Provide a notice to residents that confirms that use of the communal areas must comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> </ul> <p>Consider hand sanitizer in waste rooms, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high risk area.</p> <p>Encourage and educate as to the correct and efficient management of waste.</p> <p>Increase waste removal services if necessary, to keep up with household waste</p>

		while building may once again be in full occupancy.
<b>LAUNDRY AREAS</b> <b>Surface Contamination</b> <b>Social Gathering</b>	<p>Consideration could be given to closing these facilities, and/or limiting the number of people who may use the facilities at any given time.</p> <p>The maximum number will be dependent on the 4 square meter per person rule.</p> <p>Additional hygiene protocols; including increased cleaning schedule</p> <p>Additional record keeping requirements.</p> <p>Recommended Mandatory hot wash</p>	<p>Provide a notice to residents that confirms that the communal areas are no longer accessible and/or that any use must comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> </ul> <p>Maintain signs to wash their hands before and after using laundry facilities, to use detergent and hot water wash and recommend using the dryer to finish.</p> <p>Consider hand sanitizer in room, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high infection rate</p> <p>A booking system could be implemented to regulate numbers and maintain a record of use of the facilities.</p>
<b>FRONT DOOR</b> <b>Surface Contamination</b> <b>Social Gathering</b>	<p>Increase cleaning schedule</p> <p>Exercise social distancing</p>	<p>Authorise and arrange increased cleaning regime; to at least daily or more if high use and/or high infection rate.</p> <p>Encourage residents to implement physical distancing requirements.</p>
<b>DOOR HANDLES</b> <b>Surface Contamination</b>	<p>Increase cleaning schedule</p>	<p>Authorise and arrange additional cleaning to at least daily or more if a high use area with increased risk of infection rate.</p>
<b>VENTILATION/AIR CONDITIONING</b>	<p>Check if HEPA filters, consider upgrade if not</p>	<p>Review ventilation rates – increase fresh air rates if possible.</p>

<b>Airborne contaminants</b>		
<b>COMMITTEE MEETINGS</b> <b>Surface contaminants</b>  <b>Social Gathering</b>	<p>Continue to postpone face-to-face committee meetings.</p> <p>Consider alternative means of communicating to make decisions.</p>	<p>Committee to comply with current Government restrictions, which provides only four reasons to leave home.</p> <p>Leaving home to attend a meeting is not one of the four essential reasons permitted under the current restrictions.</p> <p>Consider alternative meeting solutions like Skype, ZOOM or telephone for discussion, then use email ballots to capture decisions and create record of the decisions.</p>
<b>GENERAL MEETINGS</b> <b>Surface contaminants</b>  <b>Social Gathering</b>	<p>Consider alternative means of communication and decision making. Hold meetings virtually.</p>	<p>Meetings to comply with current Government restrictions.</p> <p>Leaving home to attend a meeting is not one of the four essential reasons permitted under the current restrictions.</p> <p>Notify all lot owners of protocols established and request they comply.</p> <p>Consider other solutions like Skype, ZOOM, Voting on-line platforms, postal ballots etc.</p>
<b>PLUMBING</b> <b>Surface contaminants</b>	<p>Use of substitute paper products as toilet paper eg Newspaper, tissues or serviettes is to be discouraged.</p> <p>Potential blockages, increasing health concerns and access to services</p>	<p>Convey concerns to all residents of potential problems and how it will impact them and ask them to comply.</p> <p>Notify contractors attending site, if there is positive case of COVID-19 in the building  <b>NB:</b> There is a high risk to a plumber who must clear blocked sewer pipe.</p>
<b>CONTRACTORS</b> <b>Safe work-site</b>	<p>Responsibility to maintain a safe worksite when contractors are engaged to work on the common property.</p> <p>Maintain physical distancing from contractors working on site.</p>	<p>Committee to avoid contact or approaching trades persons when on site.</p> <p>Work orders to be issued by OC management company on behalf of OC; continue to require Safe Work Method Statements, which will now include additional processes including PPE and physical distancing measures.</p>

	Potential threat of coming into contact with the virus.	Instruct all trades to operate as if someone with COVID-19 resides on site.  If the OC is notified of a person who has tested positive to the virus all contractors must be notified.
<b>SITE DELIVERIES</b> <b>Surface Contamination</b>	Set protocols to minimise risk to all residents, including older or vulnerable people who share the common areas of the property.	To minimise the potential for contamination of building surfaces the Committee should consider establishing a protocol for all onsite deliveries to be collected from outside the front of the building.  Notify all residents of this protocol and discourage them from allowing delivery people to enter the building, use lifts, internal stairwells and other shared areas.  Affix signs if feasible.

The table below relates only to those owners corporations outside the restricted areas:

<b>Risk Area</b>	<b>Risk Control</b>	<b>Action</b>
<b>GYM</b> <b>Surface Contamination</b> <b>Social Gathering</b>	The gym may now be opened in compliance with Government enacted control phase protocols.  A limit of up to 20 people, dependent on the 4 square meter per person rule.  Additional hygiene protocols.  Additional record keeping requirements.	Consider the risks to your OC.  If they are minimal you will need to determine and advise residents of: <ul style="list-style-type: none"> <li>- the re-opening times</li> <li>- the need to wipe down equipment before and after use</li> <li>- the limited number of people who may use this space at any given time (based on the 1 person per 4square metres.</li> <li>- the need to register their name &amp; phone number</li> <li>- how and where these records will be held to maintain privacy.</li> <li>- remove contradictory signage and/or add new signage.</li> <li>- additional cleaning requirements</li> <li>- use of hand sanitisers, wipes etc.</li> </ul> If you decide to keep the gym closed, you should communicate this advice and address the following:

		<p>Continue to restrict access to (lock off) the gymnasium to residents. Maintain the signage that should already exist advising of the gym closure, thanking residents for their understanding.</p> <p>Notify residents of, and reasons for</p> <ul style="list-style-type: none"> <li>- re-opening and protocols for use of equipment and space or</li> <li>- continued closure.</li> </ul>
<p><b>POOL/SPA</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>The pool/spa/sauna may now be re-opened in compliance with Government enacted control phase protocols.</p> <p>A limit of up to 20 people, dependent on the 4 square meter per person rule.</p> <p>Additional hygiene protocols.</p> <p>Additional record keeping requirements.</p>	<p>Consider the risks to your OC.</p> <p>If they are minimal you will need to determine and advise residents of:</p> <ul style="list-style-type: none"> <li>- the re-opening times</li> <li>- the need to wipe down benches, seats etc. before and after use</li> <li>- the limited number of people who may use this space at any given time (based on the 1 person per 4square metres.</li> <li>- the need to register their name &amp; phone number</li> <li>- how and where these records will be held to maintain privacy.</li> <li>- remove contradictory and/or add new signage.</li> <li>- additional cleaning required</li> <li>- use of hand sanitisers/wipes etc.</li> </ul> <p>If you decide to keep the pool closed you should communicate this advice and address the following: Continue to restrict access to (i.e. lock off) the pool/spa/sauna area to all residents.</p> <p>Maintain signs to advise residents of the closure and thank them for their understanding.</p> <p>Notify residents of and reasons for</p> <ul style="list-style-type: none"> <li>- re-opening and protocols for permitted use, or</li> <li>- continued closure.</li> </ul>
<p><b>BBQ &amp; COMMUNITY AREA</b> <b>Surface Contamination</b></p>	<p>Shared community areas such as barbecue areas may now be</p>	<p>Consider increased risks in using these shared areas and increased cleaning protocols.</p>

<p><b>Social Gathering</b></p>	<p>opened as per Government enacted control phase.</p> <p>A limit on the number of people in the area; being the number within the household plus 5 visitors.</p> <p>Although no more than 10 people if not from or visiting the same home.</p> <p>The number may be further limited by the ability to comply with the 1.5 metre distancing rule.</p> <p>Additional hygiene protocols addressing facilities, seats, tables etc.</p> <p>Additional record keeping requirements.</p>	<p>If you decide to permit access to these areas you will need to determine and advise of</p> <ul style="list-style-type: none"> <li>- the need to wipe down benches, seats, facilities etc. before and after use</li> <li>- the limited number of people who may use this space at any given time (based on the 1 person per 4 square metres.</li> <li>- the need to register their name &amp; phone number</li> <li>- how and where these records will be held to maintain privacy.</li> <li>- removal of any personal rubbish</li> <li>- remove contradictory and/or add new signage</li> </ul> <p>Remove signs that advise area is out of use if reopening and/or add signage with new requirements. Or if remaining closed maintain signs to advise facility is closed.</p>
<p><b>SHARED OUTDOOR GARDEN AREA</b></p> <p><b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Shared community areas such as garden areas may now be opened as per Government enacted control phase.</p> <p>A limit on the number of people in the area; being the number within the household plus 5 visitors.</p> <p>Although no more than 10 people if not from or visiting the same home.</p> <p>The number may be further limited by the ability to comply with the</p>	<p>Provide a notice to residents that confirms that use of the garden area must comply with current Government restrictions. Being limited to 20 people gathering at any one location. Also, that numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</p> <p>Also remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</p>

	<p>1.5 metre distancing rule.</p> <p>Additional hygiene protocols addressing facilities, seats, tables etc.</p>	
<p><b>TOILET &amp; SHOWERS</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>A limit of up to 20 people, dependent on the 4 square meter per person rule.</p> <p>Additional hygiene protocols.</p> <p>Additional record keeping requirements.</p>	<p>Consider if these facilities will be opened with increased cleaning schedule in line with Government enacted control phase.</p> <p>Provide a notice to residents that confirms that use of the communal areas must comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- limited to 20 people gathering at any one location.</li> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> </ul> <p>Authorise and arrange additional cleaning regime.</p>
<p><b>LIFT ACCESS</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Lifts to remain in operation with</p> <p>Increased cleaning schedule</p> <p>Users exercising physical distancing</p>	<p>Consider hand sanitizer in lobby, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high risk infection rate.</p> <p>Encourage residents to implement physical distancing requirements.</p>
<p><b>INTERCOM SYSTEM</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Increase cleaning schedule</p> <p>Exercise physical distancing</p>	<p>Consider hand sanitizer in lobby, request in interest of all that it not be removed.</p> <p>Recommend gloves be used.</p> <p>Authorise and arrange additional cleaning regime.</p>

<p><b>WASTE ROOMS and CHUTES</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Increase cleaning schedule</p> <p>Exercise physical distancing</p>	<p>Install signage.</p> <p>Provide a notice to residents that confirms that use of the communal areas must comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- limited to 20 people gathering at any one location.</li> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> </ul> <p>Consider hand sanitizer in waste rooms, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high risk area.</p> <p>Encourage and educate as to the correct and efficient management of waste.</p> <p>Increase waste removal services if necessary, to keep up with household waste while building may be in full occupancy.</p>
<p><b>LAUNDRY AREAS</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>A limit of up to 20 people, dependent on the 4 square meter per person rule.</p> <p>Additional hygiene protocols; including increased cleaning schedule</p> <p>Additional record keeping requirements.</p> <p>Recommended Mandatory hot wash</p>	<p>Provide a notice to residents that confirms that use of the communal areas must comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- limited to 20 people gathering at any one location.</li> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind residents to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> </ul> <p>Maintain signs to wash their hands before and after using laundry facilities, to use</p>

		<p>detergent and hot water wash and recommend using the dryer to finish.</p> <p>Consider hand sanitizer in room, request for the interest of all that it not be removed.</p> <p>Authorise and arrange additional cleaning regime to at least daily or more if high use and/or high infection rate</p> <p>A booking system could be implemented to regulate numbers and maintain a record of use of the facilities.</p>
<p><b>FRONT DOOR</b> <b>Surface Contamination</b> <b>Social Gathering</b></p>	<p>Increase cleaning schedule</p> <p>Exercise social distancing</p>	<p>Authorise and arrange increased cleaning regime; to at least daily or more if high use and/or high infection rate.</p> <p>Encourage residents to implement physical distancing requirements.</p>
<p><b>DOOR HANDLES</b> <b>Surface Contamination</b></p>	<p>Increase cleaning schedule</p>	<p>Authorise and arrange additional cleaning to at least daily or more if a high use area with increased risk of infection rate.</p>
<p><b>VENTILATION/AIR</b> <b>CONDITIONING</b> <b>Airborne contaminants</b></p>	<p>Check if HEPA filters, consider upgrade if not</p>	<p>Review ventilation rates – increase fresh air rates if possible.</p>
<p><b>COMMITTEE</b> <b>MEETINGS</b> <b>Surface contaminants</b></p> <p><b>Social Gathering</b></p>	<p>Continue to postpone face-to-face committee meetings.</p> <p>Consider alternative means of communicating to make decisions.</p>	<p>Committee to comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- limited to 10 people gathering at any one location and only if considered essential.</li> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- remind attendees to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> <li>- should anyone be feeling unwell they should not attend and/or advise so that the meeting may be postponed.</li> </ul> <p>Notify Committee members of the protocols established and request they comply.</p>

		Consider alternative meeting solutions like Skype, ZOOM or telephone for discussion, then use email ballots to capture decisions and create record of the decisions.
<b>GENERAL MEETINGS</b> <b>Surface contaminants</b>  <b>Social Gathering</b>	Consider alternative means of communication and decision making. Hold meetings virtually.	<p>Meetings to comply with current Government restrictions.</p> <ul style="list-style-type: none"> <li>- limited to 10 people gathering at any one location.</li> <li>- numbers will be limited by the size of the area (accommodating the protocols of physical distancing 1 person per 4 square meters).</li> <li>- the need to register their name &amp; phone number</li> <li>- remind lot owners to be mindful of the potential risks of contaminated surfaces and to wipe down before and after use, as well as wear gloves, masks as extra precautions.</li> <li>- advise all lot owners and any guests that should they feel unwell they should not attend.</li> </ul> <p>Notify all lot owners of protocols established and request they comply.</p> <p>Consider other solutions like Skype, ZOOM, Voting on-line platforms, postal ballots etc.</p>
<b>PLUMBING</b> <b>Surface contaminants</b>	<p>Use of substitute paper products as toilet paper eg Newspaper, tissues or serviettes is to be discouraged.</p> <p>Potential blockages, increasing health concerns and access to services</p>	<p>Convey concerns to all residents of potential problems and how it will impact them and ask them to comply.</p> <p>Notify contractors attending site, if there is positive case of COVID-19 in the building  <b>NB:</b> There is a high risk to a plumber who must clear blocked sewer pipe.</p>
<b>CONTRACTORS</b> <b>Safe work-site</b>	Responsibility to maintain a safe worksite when contractors are engaged to work on the common property.	<p>Committee to avoid contact or approaching trades persons when on site.</p> <p>Work orders to be issued by OC management company; continue to require Safe Work Method Statements, which will</p>

	<p>Maintain physical distancing from contractors working on site.</p> <p>Potential threat of coming into contact with the virus.</p>	<p>now include additional processes including PPE and physical distancing measures.</p> <p>Instruct all trades to operate as if someone with COVID-19 resides on site.</p> <p>If the OC is notified of a person who has tested positive to the virus all contractors must be notified.</p>
<p><b>SITE DELIVERIES</b> <b>Surface Contamination</b></p>	<p>Set protocols to minimise risk to all residents, including older or vulnerable people who share the common areas of the property.</p>	<p>To minimise the potential for contamination of building surfaces the Committee should consider establishing a protocol for all onsite deliveries to be collected from outside the front of the building.</p> <p>Notify all residents of this protocol and discourage them from allowing delivery people to enter the building, use lifts, internal stairwells and other shared areas.</p> <p>Affix signs if feasible.</p>

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