

CITY OF HOBART

COVID-19 VISITOR POLICY

Entry into Council Workplaces



City of **HOBART**

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1 Authority and Application

Approver	Chief Executive Officer
Author	Incident Management Team
Related Council Documents	<p>This Policy should be considered in the context of the following policies and procedures:</p> <ul style="list-style-type: none"> • <i>COVID-19 Vaccination Policy (F21/112457)</i> • <i>Pandemic Plan (F20/99213)</i> • <i>Relevant COVID-19 Safe Plans</i> • <i>Public Direction Statement No 11 – Contact Tracing</i> • <i>Public Direction Statement No 10 – Vaccination Requirements for Certain Workers</i>
Previous policies replaced by this Policy	N/A

2 Definitions

<u>Term</u>	<u>Meaning</u>
Council Workplace	In the context of this policy Council Workplace means any plant, building, premise or part thereof, enclosed space at which work is normally carried out by a City of Hobart or Hobart City Council worker. It does not include open spaces, buildings or other premises where work may be intermittently carried out e.g. Criterion House, kunanyi/Mt Wellington, public open spaces, car parks except for staff only areas, sportsgrounds, Salamanca Market, Community Halls, etc.
Worker	A person who carries out work in any capacity for Hobart City Council / City of Hobart. This includes but is not limited to employees, volunteers and Elected Members.
Visitor	Any non-worker entering the workplace including contractors, ratepayers, customers, hirer, etc.
Fully vaccinated	Means having received all doses of a COVID-19 vaccine necessary for that person to be issued with a

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	corresponding vaccination certificate by the Australian Immunisation Register and able to show evidence.
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3 Purpose

The City is committed to maintaining a safe and healthy workplace and to doing what is reasonably practicable to protect employees and the community from contracting and spreading COVID-19 in our workplace. The purpose of this policy is to reduce the likelihood of COVID-19 infection within Council Workplaces to or between workers and visitors.

4 Scope

This Policy applies to all visitors entering a Council Workplace. This includes but is not limited to, contractors, ratepayers, customers, hirers and their guests.

City of Hobart workers are covered by the COVID-19 Vaccination Policy (F21/112457).

5 Responsibilities

5.1 Incident Management Team

Is the process owner.

Is responsible for the maintenance of this policy.

5.2 All staff

Are responsible for implementation of this policy.

5.3 All visitors

Are responsible for complying with this policy.

5.4 Hirers

Are responsible for ensuring their guests, workers or third parties engaged by them comply with this policy and the Tasmanian Government COVID-19 requirements at the time of access. This includes gathering limits, physical distancing, contact tracing, hygiene and any other requirements. Refer to <https://www.coronavirus.tas.gov.au/>.

Are responsible for obtaining the necessary approvals to hold Covid Safe Events as per the COVID-19 Safe Events and Activities in Tasmania Framework (Events Framework). Bookings will not be approved until documentation is provided in accordance with this Framework if applicable.

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6 Policy Detail

COVID-19 Safe Plans

All visitors who enter a Council Workplace must adhere to the:

- current Government requirements made under either the *Emergency Management Act 2006 (Tas)* or the *Public Health Act 1997 (Tas)* and any requirements in the COVID-19 Safe Events and Activities in Tasmania Framework; and
- COVID-19 Safe Plan for that premise. Posters will be affixed at the premise detailing requirements and behaviours for that site. The COVID Safe Plan will be available upon request.

Contact Tracing

Check in Tas QR Codes will be available at all City of Hobart premises. Visitors to the premise must check in upon entry each time they enter and no matter the length of the visit as per the Public Direction Statement No 11 – Contact Tracing.

A manual check in process will be available for those unable to check in when entering Council workplaces during normal opening hours where there is a concierge service. Hirers will be responsible for checking in their visitors.

Infection Management

The City has a Case and Outbreak Management Plan detailed for its workplaces to reduce the likelihood that workers and/or the community will contract COVID-19. Should someone attending a Council Workplace through the hire of part or all of that workplace be confirmed by Public Health to be contagious at the time of attendance, then a hirer may be responsible for all or part of any additional cleaning required to be undertaken.

Vaccinations

Anyone over sixteen (16) years old who enters a Council Workplace must show evidence upon request that they are fully vaccinated or have a valid medical exemption from a registered medical practitioner. Entry will not be permitted beyond the reception or foyer for any persons older than sixteen (16) years old who is unable to show evidence that they are vaccinated or have a valid medical exemption.

Visitors to City of Hobart venues which are not deemed to be Council Workplaces (as work is only carried out intermittently) are encouraged to be fully vaccinated, however it is not a requirement for entry.

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7 Monitoring, Evaluation and Review

7.1 Review

This policy will be reviewed annually or whenever requirements change.

7.2 Amendment Table

Date of Issue	Description of Change
9/12/2021	New issue

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