

NEW NORMAL FOR CAV CENTRE USAGE

Easing of restrictions from COVID19 allowing 20 members per visit/session has seen the reopening of some of our subgroups. All restrictions will be strictly managed by our Subgroup leaders with strict cleaning instructions put in place.

1. **Table Tennis** started back on 23/6/20 from 10.00 am to 4.00 pm Tuesdays, Wednesday, Friday, Saturday, Sunday-afternoon only. This is strictly by booking a maximum of 20 people only at any one time, please contact Simon Mok if you want a game.
2. **Taiji** resumed on Tuesday night from 23/6/20 7.30 pm, restricted numbers of maximum 20 in this session, please contacted Mai Saw if you are interested in attending the lesson.
3. **Ballroom Dancing** group will commence back on Monday 29/6/20 for Private Lessons and Wednesday 1/7/20 strictly for Practice Session only, restricted numbers of maximum 20 by bookings only. BDG Committee will send out more information on this.
4. **Karaoke** will remain **closed** until further notice

For all members that are planning to use CAV hall at any time, please liaise with **Shirley Teh**, Hall Hire **0416 047 138**. Please adhere to the timing allowed in order to follow Victorian Government restrictions.

For CAV to follow the Government's restriction, Exco wants every subgroup to take the following measure to ensure we are all safe and still enjoy the facilities at CAV.

1. CAV **kitchen will remain closed** at all times, members are required to bring their own water bottles and lunch if applicable
2. Registration of all members (**up to 20**) will have to be noted, time of arrival, name, and contact no, time of departure
3. Sanitizers for each subgroup are available, please contact Mark Tyssen to collect your first 2 bottles, these can be refilled when finished
4. Temperature measuring equipment is in the defibrillator box, please take a temperature of members and send anyone home with a temperature or sick
5. The usual sweep of the floor before the next group uses remains the same as before COVID19
6. After each subgroup use, **everything that has been touched or used must be wiped down with a special solution on the areas, this is the responsibility of each subgroup** to ensure this is followed so that the next group that uses the hall will be safe.
 - Best to allow your members in, then lock the front door, at the end of each session before close up, the front door handle needs to be wiped down before the next group can use the hall
 - 2nd and 3rd entrance to remain open so that there are fewer people touching the door handles. These are required to be wiped down when closing the center
 - Entrance door to toilets to remain open as well, again to be wiped down before closing the center
 - No chairs or tables (except table tennis tables) to be brought out. If any of these are used, they have to be wiped down with the special solution including arms and legs of chairs, table tennis tables to be wiped after every use
 - Doors on the side of the hall leading to the courtyard to remain closed, if any of these are opened, they need to be wiped down after their session before the next group can come in

Sanitizing after every Use

Here are some procedures to follow on sanitizing the premises after every use. Please ensure this is done before you lock up premises after your use.

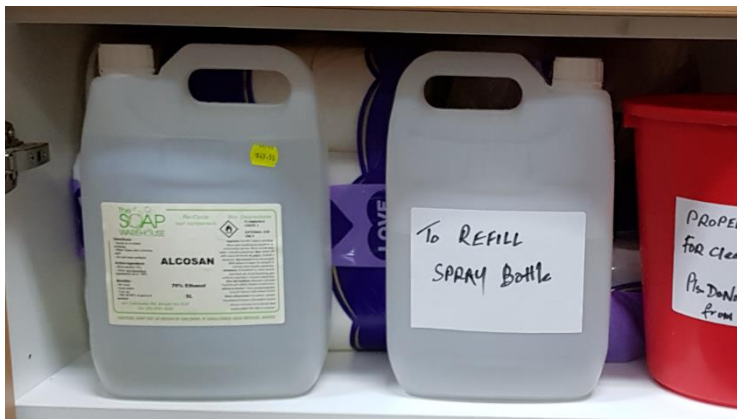
A solution that is 70% alcohol was chosen; it is similar to the sanitizing gel we use on hands. You just need to do a light spray and leave this to dry (2-3 mins).

The solution is alcohol-based, please do not let this near naked flame.



- Press the handle and spray a little on the surface like door handles, tables, and chairs, NOTE: if no spray comes out, push the pump on top once or twice.
- Leave this to dry for 2-3 mins. It is then ready for the next user to use.
- The microfibre cloth (pink) is for wiping purposes. Please spray lightly on cloth and wipe down the alarm monitoring system. **Do not spray direct.**
- For those who are closing up, spray the front door handle then put on a glove to open and lock the door

Note: These materials are for the use of cleaning CAV **items** to protect against the spread of COVID19. Kindly ensure members do not use this for their cleaning of personal items.



These are refills, simply refill the spray bottle when empty. Please advise **Shirley Teh** when the solution is low and we will purchase more. These are locked in the library where the toilet paper is kept. All subgroup leaders would have a key to the room.

The bucket (red) is to be used for any spillage, there are also cleaning cloths inside the bucket. Please use hot water to clean up any spillage/mess before sanitizing. Return bucket/cloth back to its original place.

协会中心恢复使用

由于新冠肺炎疫情限制逐渐放宽，CAV 中心仅限人数增至 20 名成员，这已经使我们的一些小组能重新开放。所有限制将由我们的小组负责人严格管理，并有严格的清洁指示。

- 乒乓球组从 6 月 23 日开始每逢星期二，星期三，星期五，星期六，星期日（仅下午）上午 10.00 点到下午 4.00 点开放。严格来说，一次只能预订最多 20 名会员，如果您想打乒乓，请联系 Simon Mok。
- 太极拳从 6 月 23 日星期二晚上 7 点 30 分恢复，每次上课最多可限制 20 人，如果您有兴趣参加该课程，请联系 Mai Saw。
- 交谊舞组将从星期一 6 月 29 日开始私人授课班和星期三 7 月 1 日开始舞蹈练习，最多可预订 20 人。交谊舞组委员会将传发更多信息。
- 卡拉 OK 将保持关闭状态，直至另行通知。

对于所有计划在任何时候使用 CAV 大厅的成员，请与 Shirley Teh 联系（大厅租用 0416 047 138）。请遵守所允许的时间安排，以遵守维多利亚州政府的限制令。

为了使 CAV 遵守政府的限制，执委会希望每个小组采取以下措施，以确保我们所有人安全并仍能使用 CAV 的设施。

- CAV 厨房将始终保持**关闭**状态，要求会员自带水壶和午餐（如果适用）
- 必须记录所有成员（最多 20 人）的注册，到达时间，姓名和联系号码，离开时间
- 每个小组都有可用的消毒剂，请联系 Mark Tyssen 收取您的前 2 瓶，用完后可以重新装满
- 温度测量器位于除颤器盒中，请对成员进行体温测量并将有温度或生病的人送回家
- 在下一组使用之前，对地板进行清扫与 COVID-19 前的程序相同。
- 每个小组使用大厅后，必须用一种特殊的清洁剂擦去所有接触或使用过的东西，这是每个小组的责任，以确保遵循该规定，和保卫下一个使用大厅的小组安全。
- 最好是先允许您的成员进入，然后锁上前门。在关前门离开时，需要擦拭此门把手，然后下一组才能使用大厅
- 第二和第三入口保持打开状态，以减少接触门把手的人数。关闭中心时需要擦拭这些
- 厕所的入口门也保持打开状态，在关闭中心之前再次擦拭
- 请勿搬出椅子或桌子（乒乓球桌除外）。如果使用这些工具中的任何一种，则必须使用特殊的清洁剂擦拭它们，包括椅子的胳膊和腿，每次使用后都要擦拭的乒乓球桌
- 通往庭院的大厅一侧的门保持关闭状态，如果其中任何一个已打开，则结束后需要擦拭干净，以便下一组进入

每次使用后都要消毒

以下是每次使用后对场所进行消毒的一些步骤。请在使用场所后，锁定场所之前确保完成此操作。

我们选择了酒精含量为 70% 的清洁剂。它类似于我们在手上使用的消毒凝胶。您只需要进行少量喷雾，然后使其干燥（2-3 分钟）即可。

清洁剂是基于酒精的，请不要让它靠近明火。



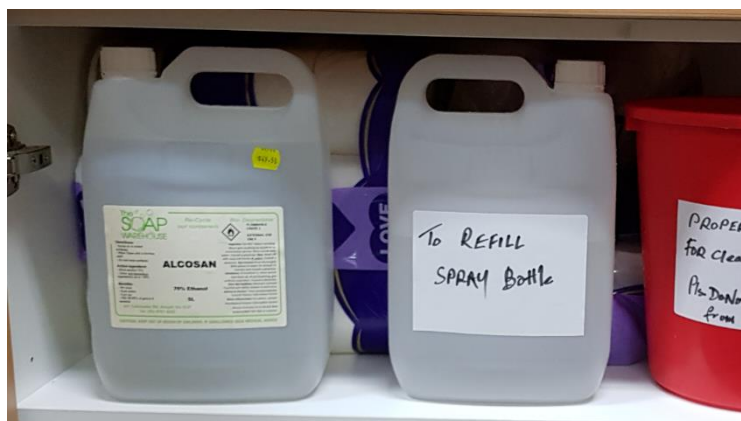
按下手柄并在门把手，桌子和椅子等表面上喷涂一点。注意：如果没有喷涂出，将泵顶部推一两次。

晾干 2-3 分钟。备供下一个小组使用。

超细纤维布（粉红色）用于擦拭目的。请在布上轻轻喷洒并擦拭警报监控系统。不要直接喷涂监控系统。

对于负责关门的人，请喷涂前门把手，然后戴上手套打开并锁定门

注意：这些材料用于清洁 CAV 物品，以防止病毒扩散。请确保会员不要将其用于清洁个人物品。



这些是补充剂，清洁剂用完时，再装满喷雾瓶即可。如果清洁剂不足，请告知 Shirley Teh，我们将购买更多。这些都被锁定在存放卫生纸的图书馆中。所有小组负责人都有一把钥匙。

水桶（红色）将用于任何溢出物，桶内还有清洁布。在消毒之前，请使用热水清理所有溢出物/垃圾。将桶/布放回原处。