

COVID-19 Response

# Record Keeping for Community Events

Department of Health and Human Services

Information current from <https://www.coronavirus.vic.gov.au/> as of **15 December 2020**

OFFICIAL



Health  
and Human  
Services

# Community Group Activities – Current Restrictions

Community facilities can open! Facilities such as community centres and public halls can be used for activities.

Examples of community facilities are:

- Community Centres, Halls & Men's Sheds
- Public Libraries (including toy libraries)
- Police and Community Youth Clubs & Youth Centres
- Community Clubs & Neighbourhood Houses
- RSL Clubs (sporting facilities component)

## **How many people can attend a community group activity?**

No group limits apply! The size of the venue will determine how many people can fit and if you need to apply the **two square metre rule** or the **four square metre rule**.

# Record Keeping for Community Facilities

## What is the two square metre rule?

The **two square metre** rule is the only limit on the number of people who can attend. **No group limits apply.**

This means the limit on the number of people who can attend is determined only by the size of the venue.

To be able to apply the two square metre rule, venues **must** use **QR codes** for electronic record keeping.



# Record Keeping for Community Facilities

## What are QR codes?

QR codes are a barcode that a person scans using their smart phone camera. The QR code takes the person to a website where they enter their details.

A community facility applying the **two square metre rule** must use **electronic record keeping**.

The Victorian Government has a free **QR Code Service** for all Victorian venues. These records help contact tracers in the event a positive case of coronavirus (COVID-19) is identified.

# Record Keeping for Community Facilities

## How do I set up a QR code for a Community Event?

1. Go to [www.coronavirus.vic.gov.au/qrcode](http://www.coronavirus.vic.gov.au/qrcode)
2. Register your Community Facility
3. Check your email and create a password
4. Select Venue - Name for your Community Event
5. Select Location Type - **Community Centres & Halls**
6. Add your Facility Address
7. Add Areas – indoor/outdoor?
8. Select **Register**

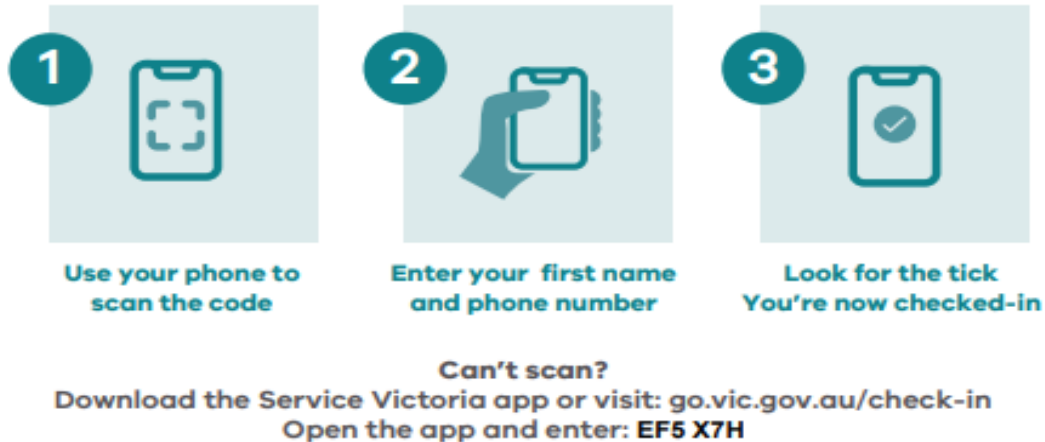
You can **View my Registered Locations** and check your email for QR posters and information to display at your community event.

# Record Keeping for Community Facilities

## How do we set up the QR code for our Community Event?

### Important advice to give attendees:

- Need to install <https://service.vic.gov.au/>
- Allow Service Vic to take pictures
- The code can be scanned to fill in details or type in Location Code

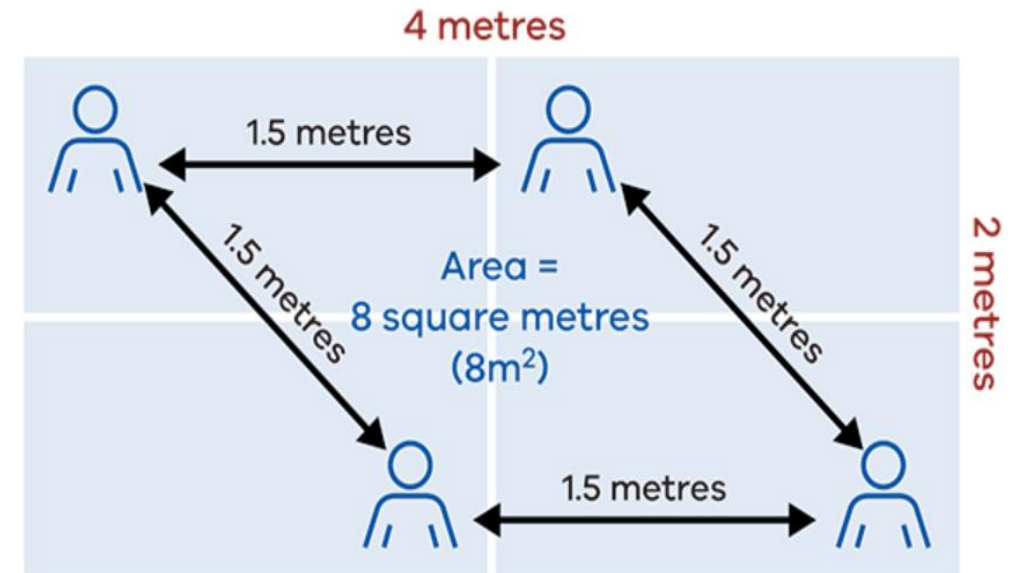


# Record Keeping for Community Facilities

## When do we need to use the four square metre rule?

Record keeping is required for all community facilities no matter how many people fit in the venue.

For venues that use the two square metre rule, electronic record keeping must be used. Otherwise the **four square metre rule** applies where **manual record keeping** is used.



Printable **Visitor Contact Tracing log sheets** are available at [www.coronavirus.vic.gov.au/signs-posters-and-templates#record-sheet-visitor-and-patron-contact-log](http://www.coronavirus.vic.gov.au/signs-posters-and-templates#record-sheet-visitor-and-patron-contact-log)