Ross House meeting rooms (COVID-19)

This document is to assist you with your meeting room enquiries.

From 6pm on Friday 29/03/2021, the State Government announced a change in restrictions. Please see below for more information.

Ross House meeting room capacities
Ross House meeting room capacities have been updated to the below.

Meeting Room	COVID-19 Capacity 2m2
Ground Level – Rainbow room (0.1)	20
Mezzanine – Sue Healy room (0.2)	20
Room 1.1	18
Room 1.2	8
Room 2.2 (old 1.3)	16
Room 2.1	12
Jenny Florence room (3.1)	24
Room 3.2	6
Hayden Raysmith room (4.1)	46
Room 4.2	8

QR code
Every organisation (under new government regulations) requires a QR code when using our facilities. Each participant needs to sign-in electronically with their smart phone, or, the group organiser can sign participants in for them. Please see below on how to create, download and print the QR code which you will need to bring along to each of your meetings.

Link to the free Vic Government QR code:

https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service

COVIDSafe Plan
In regards to the COVID-19 policy at Ross House, you will need a COVIDSafe plan for your organisation when using the meeting rooms. You can view a template here >
https://www.coronavirus.vic.gov.au/covidsafe-plan.
Please note: you do not need to submit this to Ross House Association – it is for your records.

Sign-into the building (every entrance)
We also have sign-in (Wave-in) software for each participant (QR code) on every entrance. Please make sure that everyone scans into Ross House.

How to book a meeting room
If you would like to book a meeting room, head to our website and create a new account (if you have not already registered). This is located in the top right-hand side of the page. Once approved on our end, you can log-in to your account and book in the room via a live online booking calendar. You will pay upfront for the booking via PayPal or a credit card (invoiced later if you are a member / tenant).

Access
Another thing to note is that the front doors will remain closed for the time being. In your confirmation email (per booking) is a four-digit access code which will get you into the building. If you are not sure where this is, please contact us. You can provide this code to your participants prior to each meeting.

Masks
You are no longer required to wear a mask when at Ross House. However, it is recommended that you wear one if you cannot socially distance or are working within the vulnerable community.

Lift capacity
The maximum number in the lift is 1 person.

Catering
Q. can I organise my own catering?
A. Yes, but we recommend you wear gloves when serving food and only one person at a time can be served.
Q. Can I borrow cups / urns or crockery from Ross House?
A. Unfortunately not. Please provide your own crockery and make use of the urns in the kitchens for hot water.

WiFi codes
There are Wi-Fi codes (on the walls as you enter in each meeting room) for you to use.

Meeting room etiquette
- All participants must remain inside the room – no loitering in corridors
- All tables and chairs must be kept inside the room
- All meeting rooms need to be wiped down before and after use – cleaning products are provided in every kitchen and in every meeting room (spray / clothes / wipes). Sanitizer stations are located throughout Ross House.

Cancellations
For information regarding cancellations, please visit the bottom section of our Usage Guidelines on our website here > https://rosshouse.org.au/usage-guidelines/.

 For further updates, please visit our homepage > www.rosshouse.org.au.