



### Ross House meeting rooms (COVID-19)

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

From 11:59pm Thursday 18<sup>th</sup> November, the State Government announced a change in restrictions. Please see below for more information.

Community Facilities: **There are no density quotients for meeting rooms**, however organisers will need to ensure attendees have been fully vaccinated (unless attending an essential support group) and are able to sign in with the Ross House QR code, with a digital COVID-19 vaccine certificate connected to the Service Victoria App.

#### Ross House meeting room capacities

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

Meeting Room	COVID-19 Capacity 2m2	COVID-19 Capacity 4m2
Ground Level – Rainbow room (0.1)	20	10
Mezzanine – Sue Healy room (0.2)	20	12
Room 1.1	18	9
Room 1.2	8	4
Room 2.2 (old 1.3)	16	9
Room 2.1	12	6
Jenny Florence room (3.1)	24	12
Room 3.2	6	3
Hayden Raysmith room (4.1)	46	23
Room 4.2	8	4

#### QR code

Every organisation (under new government regulations) requires a QR code when using our facilities. Meeting room organisers will need to ensure attendees have been fully vaccinated and are able to sign in with the Ross House QR code, with a digital COVID-19 vaccine certificate connected to the Service Victoria App.

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 and meeting room**

Please make sure that everyone scans into Ross House upon entry and in the meeting room.

## **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**

Masks are not required in Ross House, however are still recommended if you can't physically distance or are working with people who may be vulnerable to COVID-19.

## **Lift capacity**

There is no restrictions in the lift but please be respectful of others and take the stairs when possible.

## **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](http://www.rosshouse.org.au).