



OUR VISION & VALUES ONE TEAM DELIVERING WITH

PRIDE

Passion | Respect | Innovation | Dedication | Excellence

OUR MISSION TO BE EASY TO DO BUSINESS WITH

BUSINESS PAPER

Additional Items

Ordinary Council Meeting

17 March 2020

Warwick Bennett
General Manager

We hereby give notice that an Ordinary Meeting of Council will be held on:

Tuesday, 17 March 2020 at 6pm
in the Council Chambers, Civic Centre
184 - 194 Bourke Street, Goulburn

Order Of Business

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Cr Bob Kirk
Mayor

Warwick Bennett
General Manager

15 REPORTS TO COUNCIL FOR DETERMINATION

15.1 CORONAVIRUS - BUSINESS CONTINUITY PLAN

Author: Warwick Bennett, General Manager

Authoriser: Warwick Bennett, General Manager

Attachments: 1. **Coronavirus - Home Isolation Guidelines.pdf**
 2. **Coronavirus - What you need to know factsheet .pdf**

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| Link to Community Strategic Plan: | Leadership in the Community |
| Cost to Council: | Nil at this time |
| Use of Reserve Funds: | Nil |

RECOMMENDATION

1. The report of the General Manager on the Coronavirus – Business Continuity Plan be received
2. In line with the Australian Federal Government guidelines and recommendations, Council makes the following decisions in regards to services, events, meetings and Council operations:
 - a) The General Manager to identify essential services that council must maintain, and to report back on how these will be operated if the Coronavirus significantly impacts our workforce
 - b) Council strongly recommends to sports clubs that use Council owned/managed sports fields to cease all competitions until the end of April 2020:
 - o Carr Confoy & Eastgrove Sporting Fields
 - o North Park
 - o Seiffert Oval
 - o Prell Oval
 - o Cookbundoon Sporting Fields
 - o Goodhew Park
 - c) Council strongly recommend that all community/social/cultural organisations that use Council facilities, including Bourke Street and Auburn Street community centres, suspend all meetings and gatherings at Council facilities until the end of April 2020.
 - d) Council encourages all sporting and social clubs on non-Council facilities in the region to suspend their activities until the end of April 2020.
 - e) After consultation with affected sporting bodies, Council closes the Veolia Arena and Basketball Stadium for all events until the end of April 2020.
 - f) Council ceases all programs at the Goulburn Aquatic Centre including Learn to Swim and Aqua Aerobics.
 - g) Council closes the gymnasium at the Goulburn Aquatic Centre.

- h) Council cancel the following events which are programmed to occur in the next four weeks
 - o Rocky Hill War Memorial Museum opening – both official and community openings
 - o Goulburn Library Bookfest – Goulburn Reader Writer Festival
 - o School Holiday programs at Goulburn Mulwaree Library, Art Gallery and youth services
 - o Aussie Night Markets at Goulburn Recreation Area
 - o Goulburn Art Award
 - i) Council strongly recommends to Rotary of Goulburn that Goulburn Swap Meeting (5th April 2020) be cancelled.
 - j) Council cancels all committee and working party meetings where no urgent decisions are required, until the end of April 2020 including ;
 - o 18 March - Recreation Area Redevelopment Committee
 - o 27 March – Youth Council Meeting
 - o 1 April - Recreation Area Committee of Management
 - o 2 April - Traffic Committee
 - o 6 April - Sports Council Committee
 - o 9 April - Youth wellbeing group
 - o 20 April - Sporting Hall of Fame
 - o 20 April - Ray Harvey Sports Foundation
 - o 24 April – Youth Council Meeting
 - k) The community be encouraged to view Council meetings via webcast rather than attending in person
 - l) Council cease all programs at the Goulburn Community Centre
 - m) Council closes Paperback Café in the Library immediately until further notice.
 - n) Council ceases all programmed events at Museums and Goulburn Regional Art Gallery but these facilities will remain open for daily visitation with signage and precaution measures in place.
 - o) Council install signage at all public toilets, playgrounds, dog parks and other community facilities reminding the community to undertake the recommended hygiene practices.
3. General Manager report to each council meeting on actions required to address community concerns with coronavirus, and the above decisions to be reviewed at those meetings along with any further actions that may be required to protect the community.

REPORT

Council's Executive Team is meeting twice weekly (more often if required), to look at strategies and decision making in response to the Coronavirus (COVID-19). As Councillors will be aware the things are changing virtually hourly and we need to ensure that decisions are made in the best interest of protecting the organisation and the community.

The above is a series of recommendations that we have prepared for Council's consideration at this meeting. We have not given a detailed explanation of each of the strategies above, as the majority of them are self-explanatory. We consider it more important to get this report out to Councillors so that they can give some thought to the recommendations contained in this report in plenty of time before the meeting.

Members of the Executive will speak to this report in detail at the meeting, and answer any questions that Council may have.

Not all of the recommendations can be implemented immediately. There will need to be a transition period for some of the implementation of these decisions. It is important we believe, that Council gives a strong directive to the community to show leadership and necessary responses following on from the Federal Government directives announced over the past few days.

Please find attached two Federal Government newsletters; one being focused on home isolation guidelines and the other being a general factsheet on what you need to know about the Coronavirus.



Home isolation guidance when unwell (suspected or confirmed cases)

Who should be isolated at home?

Home isolation for people who are suspected or confirmed to have novel coronavirus COVID-19 is appropriate in the following circumstances, if:

- they are well enough to receive care at home;
- they have appropriate caregivers at home;
- there is a separate bedroom where they can recover without sharing an immediate space with others;
- they have access to food and other necessities;
- they (and anyone who lives in the same home) have access to the recommended personal protective equipment (at a minimum, gloves and mask); and
- they do not live with household members who may be at increased risk of complications from novel coronavirus infection (e.g. people over the age of 65, young children, pregnant women, people who are immunocompromised or who have chronic heart, lung, or kidney conditions).

Wherever possible, if you need to travel to your location for isolation (for example, traveling from the airport), you are advised to use a personal mode of transport, such as a car, to minimise exposure to others. If you need to use public transport (e.g. taxis, ride-hail services, trains, buses and trams), follow the precautions outlined in the public transport guide at www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-drivers-and-passengers-using-public-transport

Being isolated at home means that people need to stay at home. A person in isolation cannot leave to attend public places, including work, school, childcare or university. Only people who usually live in the household should be in the home. Do not see visitors.

Do I need to wear a mask inside my home?

You should wear a mask while you are inside your home when other people are present. If you cannot wear a surgical mask, the people who live with you should not stay in the same room as you and should wear a mask if they enter your room.

What about other people in my home?

Only household members who are essential for caring for you should stay in the home. Other people living in the home should consider staying elsewhere if possible. Elderly people and those with compromised immune systems or chronic health conditions should stay away. If you are sharing the home with others, you should stay in a different room from them, or be separated as much as possible. You should use a separate bathroom, if available. Avoid shared or communal areas and wear a surgical mask when moving through these areas. Surfaces in shared areas such as door handles, taps and benches should be cleaned daily with household disinfectant or a diluted bleach solution (see the cleaning section below).

Do carers or household members need to be isolated as well?

If you are a confirmed case, the people you live with and other close contacts will need to be isolated at home. They will be contacted by your local public health unit and told how long they need to be isolated.

If you are suspected of being infected and are waiting on test results, the people you live with may need to be isolated—even if they don't have any symptoms. This will be determined by your public health unit on a case-by-case basis. You will be contacted and told whether your household members and close contacts need to be isolated. If they do not require isolation and become unwell, they should contact your local public health unit who will assess and advise on what to do next. If they have difficulty breathing or are seriously unwell and it is an emergency, they should call triple zero (000) immediately and alert ambulance staff to their travel/contact history.

Where do I find my local public health unit's contact details?

If you are a suspected or confirmed case, the local public health unit in the state or territory where you have been placed in home isolation would normally provide their contacts details to you. If you don't have these details or they have been misplaced, you are welcome to call the National Coronavirus Health Information Line on 1800 020 080. They will redirect you to the state and territory health department responsible for the local public health unit. If you have the contact details, rewrite them here as back up:

Local public health unit:

Business hours phone number:

After hours phone number:

How can we help prevent the spread of coronavirus?

Practising good sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- and if unwell, avoid contact with others (stay more than 1.5 meters from people).

Going outside

If you live in a private house, then it is safe for you to go outside into your garden or courtyard. If you live in an apartment, it is also safe for you to go outside into the garden but you should wear a mask to minimise risk to others. You should move quickly through any common areas and wear a mask. It is safe to go onto your balcony if you have one.

Cleaning

If others in the home want to clean your room, ask them to put on a mask before entering the room. They should wear gloves while cleaning, and use alcohol hand rub before and after wearing gloves. Surfaces which are touched regularly, such as door handles, kitchen and bathroom areas and phones should be cleaned frequently using detergent and water or a detergent-based cleaner.

Keeping spirits up while in home isolation

Being in isolation can be stressful. Suggestions include:

- Keep in touch with family members and friends via telephone, email or social media;
- Learn more about coronavirus and talk with others. Understanding coronavirus will reduce anxiety;
- Reassure young children using age-appropriate language;
- Where possible, keep up normal daily routines, such as eating and exercise. Exercise is a proven treatment for stress and depression;
- Reflect on your resilience and on how you have coped with difficult situations in the past. Remember that isolation won't be for long.

Reducing boredom during isolation

Being isolated at home can cause boredom and stress. Suggestions include:

- Arrange with your employer to work from home, if possible;
- Ask your child's school to supply assignments or homework by post or email;
- Treat quarantine as an opportunity to do activities that help you relax.

Where can I get more information?

For the latest advice, information and resources, go to www.health.gov.au

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of your state or territory public health agency is available at www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to your doctor.



What you need to know

People who have returned from a country or region that is at high or moderate risk for COVID-19 should monitor their health closely. If you develop symptoms including a fever and cough you should isolate yourself immediately and urgently seek medical attention. Go to www.health.gov.au/covid19-travellers for the list of at-risk countries.

People who think they may have been in close contact with a confirmed case of coronavirus should also monitor their health and seek urgent medical attention.

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness – not coronavirus.

What is a coronavirus and COVID-19?

Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease outbreak is named COVID-19.

How is this coronavirus spread?

The coronavirus is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Most infections are only transmitted by people when they have symptoms. These can include fever, a cough, sore throat, tiredness and shortness of breath.

How can we help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- and if unwell, avoid contact with others (stay more than 1.5 metres from people).

Who needs to isolate?

Specific requirements are in place for people who have returned from a country or region that is at high or moderate risk for COVID-19, or think may they have been in close contact with a confirmed case of coronavirus. Go to www.health.gov.au/covid19-travellers for the list of at-risk countries and isolation requirements.

What does isolate in your home mean?

People who must isolate need to stay at home and must not attend public places, in particular work, school, childcare or university. Only people who usually live in the household should be in the home.

Do not allow visitors into the home. Where possible, get others such as friends or family who are not required to be isolated to get food or other necessities for you. If you must leave the home, such as to seek medical care, wear a mask if you have one. For more information visit www.health.gov.au/covid19-resources

What do I do if I develop symptoms?

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of leaving country or region that is at higher risk for COVID-19, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment. Go to www.health.gov.au/covid19-travellers for the current list of high or moderate risk countries.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus. You must remain isolated either in your home or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

Who is most at risk of a serious illness?

Some people who are infected may not get sick at all, some will get mild symptoms from which they will recover easily, and others may become very ill, very quickly. From previous experience with other coronaviruses, the people at most risk of serious infection are:

- people with compromised immune systems (e.g. cancer)
- elderly people
- Aboriginal and Torres Strait Islander people
- people with diagnosed chronic medical conditions
- very young children and babies*
- people in group residential settings
- people in detention facilities.

*At this stage the risk to children and babies, and the role children play in the transmission of COVID-19, is not clear. However, there has so far been a low rate of confirmed COVID-19 cases among children, relative to the broader population.

How is the virus treated?

There is no specific treatment for coronaviruses. Antibiotics are not effective against viruses. Most of the symptoms can be treated with supportive medical care.

Should I wear a face mask?

You do not need to wear a mask if you are healthy. While the use of masks can help to prevent transmission of disease from infected patients to others, masks are not currently recommended for use by healthy members of the public for the prevention of infections like coronavirus.

More information

For the latest advice, information and resources, go to www.health.gov.au

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