

The Hong Kong Girl Guides Association

Badgework Centre Notices (with effect from March 22, 2021)

All venue users have to comply with Cap. 599F Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation and Cap. 599G Prevention and Control of Disease (Prohibition on Group Gathering) Regulation on the prohibition of group gatherings of not more than the number of people as stipulated by these Regulations. The Association will adopt special measures at the Centre to avoid people from gathering and to maintain social distance. Venue users must comply with the following special measures until further notice.

1. Maximum capacity of the venues:

Floor	Venue	Maximum Capacity		
		Activities (Except meeting)* (Compliance with the social distancing measures)	Meeting (For exempted meetings specified in Cap.599G only)	
			Theatre Setting	Rectangular Setting
2/F	201 Conference Rm	12	8	16
	203 Conference Rm	14	12	20
	204 Conference Rm	14	12	20
	203 & 204 Conference Rm	36	20	20
3/F	Art & Craft Rm	16	N/A	N/A
	Cooking Rm	13	N/A	N/A

* For activities to be held in venues, no more than FOUR participants including the instructor in a cluster could be conducted and a distance of at least 1.5 metres between groups should be maintained. The organization should consider the venue depending on the space required and nature of the activity. The Association reserves the right to reject the application and request that person to leave the venue if anyone violates the guidelines.

According to Prevention and Control of Disease (Prohibition on Group Gathering) Regulation, for a meeting of a body that must be held within a specified period in order to comply with any Ordinance or other regulatory instrument that governs the operation of the body or its business, each room or partitioned area should not accommodate more than 20 people and subject to no food and drink being served. The social distance should be maintained.

2. The organization is requested to ensure users are not currently subject to any quarantine order issued by the Government. If the users have symptoms of cough, shortness of breath, breathing difficulty and sore throat, please seek medical advice immediately.
3. Wear mask in all areas, during physical activities and use of the venue.
4. Users are required to scan the "LeaveHomeSafe" QR code or register their name, contact number, the date and time of the visit before being allowed to enter. Except users who have submitted "2019 Coronavirus Disease (COVID-19) Declaration Form for Travel History and Health Status" issued by our Association.
5. According to the summary of the latest measures on scheduled premises to protect the participants, the coaches of sport activity are required to submit the SMS confirming negative test result of polymerase chain reaction (RT-PCR) nucleic acid tests at least one working day (Monday to Friday except public holiday) before the visit (Please email to bwc@hkgga.org.hk with the name of organization, activity date and time).
6. Perform temperature check at ground floor main entrance before entering the Centre. People with fever symptoms will not be permitted to enter the Centre.

7. Visitors may be required to leave except he/she enters the venue to perform official duty or has booked for the use of Centre venues.
8. To ensure the hygiene of the venue, 30 minutes will be reserved for cleaning before the next appointment.
9. Keep your hands clean all the time. Hand rub is provided in the Centre for necessary use.
10. No eating or drinking is allowed inside all venues.
11. If anyone violates the guidelines above, the Association reserves the right to request that person to leave the venue.
12. Except venue users and event participants, other people are not suggested to stay in the Centre in order to minimize the risk of spread of virus during gathering of people.

The government is still implementing disease prevention and control measures to safeguard public health, thus any Girl Guides members who are intending to conduct Girl Guides' programmes or activities should refer to [HKGGA Special Announcement on Activity Arrangements](#) published on the website of the Hong Kong Girl Guides Association.

For enquiry, please contact the Office of Badgework Centre at 2423 6565 from Monday to Friday 9:00am to 5:00pm.