

The Hong Kong Girl Guides Association

Headquarters Reopening Notice

In response to the latest situation of COVID-19, the Hong Kong Girl Guides Association Headquarters will be reopened from 1 June 2020. All venue users have to comply with the Prevention and Control of Disease (Prohibition on Group Gathering) Regulation (Cap. 599G) on the prohibition of group gatherings of more than the number of people as stipulated by the law. In addition, the Association will adopt special measures at the Headquarters venue with effect from today onwards to avoid people gathering and to minimize social contact. Venue users must comply with the following special measures until further notice:

1. Wear mask in all Headquarters areas and during the use of the venue (except physical activities).
2. Perform temperature check at the guard house before entering the Headquarters. People with fever symptoms will not be permitted to enter the Headquarters.
3. Visitors may be required to leave except he/she enters the venue to perform official duty, to purchase girl guide uniform/ products in Guide Shop or has booked or uses Headquarters venues.
4. Keep your hands clean all the time. Hand rub is provided in the Headquarters for necessary use.
5. Maximum capacity of the venues will be reduced as follows:

Floor	Venue	Maximum Capacity	Maximum Capacity of Meeting* (For exempted meetings specified in Cap.599G only)	
			Theatre Setting	Rectangular Setting
2/F	Jane's Corner	8	22	16
	Exhibition Hall	8	20	20
3/F	Activity Room 303, 307, 308	8	15	8
	Activity Room 302	8	21	16
	Hall	8	50	28
	Cozy Corner	8	Not Applicable	

** Please contact the Association for approval and arrangement.*

6. If the venue is booked for the purpose of meeting such as Annual General Meeting, the social distance should be retained. Drinking or eating are NOT allowed during the meeting.
7. For Guiding members, please also observe the latest guidelines "*Face-to-face Meeting and Training Activities of Adult Members*" issued by the Association.
8. To ensure the hygiene of the venue, 30 minutes will be reserved for cleaning before the next appointment.
9. Toilet will be cleaned and disinfected every 4 hours.
10. No eating or drinking is allowed in all venues.
11. If anyone violates the guidelines above, the Association reserves the right to request that person to leave the Headquarters.