



COVID Safe Checklist for: Rotary Club of Surfers Sunrise Wheelchair Project Shed

Purpose of Checklist

To outline COVID-19 Safe Workplace/Community Activities Strategies and actions in the Rotary Club of Surfers Sunrise Wheelchair Project Shed ('The Shed') and gain compliance.

This checklist specifies what you need to do to safely recommence your operations. It must be completed and approved before you resume using the venue. These requirements are in line with the Queensland Governments "Roadmap to easing Queensland's restrictions". See the Queensland Government's COVID-19 website www.covid19.qld.gov.au

The Public Health Rules to Maintain

Maintain Strict Social Distancing at the Site

Requirement	Details of completion and further actions	Agree to Comply Y or N
Rotary Club of Surfers Sunrise (RCSS) to place signs at entry points to instruct volunteers and visitors not to enter the premises if they are unwell or have COVID-19 symptoms. The sign will state that the person responsible has the right to refuse entry and must insist that anyone with these symptoms leaves the premises.	The responsible person will refuse entry to anyone who is unwell or has COVID-19 symptoms.	Y
If practicable, set up separate exit and entry points to minimise contact.	The responsible person will provide instructions to all volunteers prior to the activity about expectations and entry/exit points.	Y
Implement measures to restrict numbers within the premises, including maintaining a distance of 4 square metres per person (participants & activity leaders) up to a maximum of 50 people at any one time (only for as many people as the site m2 permits). Measures to limit people to correct numbers including counting numbers of volunteers and visitors signed into 'The Shed'.	See square meterage chart and maximum number of people for your venue. Activity numbers comply with 4 square metres per person up to 50 people. List here how you are going to do this. Consider participants and parents where applicable.	Y



Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues, waiting and activity areas	The person responsible will provide these relative to their required set up needs.	Y
No physical contact between people at 'The Shed'.		

Record Keeping

Requirement	Details of completion and further actions	Agree to Comply Y or N
Contact information must be kept on all participants who attend the venue, including name, address and mobile phone number for a period of at least 28 days.	Records to be made available for access if required.	Y

Supporting the Wellbeing of Attendees

Requirement	Details of completion and further actions	Agree to Comply Y or N
RCSS to put signs and posters up to remind participants and others of the risk of COVID-19.	Responsible person to draw participant's attention to these signs.	Y

Hygiene and Cleaning

Requirement	Details of completion and further actions	Agree to Comply Y or N
<p>Inform participants of expectations before they attend the site. This includes:</p> <ul style="list-style-type: none"> they will need to provide their details for record keeping washing their hands or using alcohol-based hand sanitiser upon arrival staying at home if they feel unwell requesting participants only bring friends or family members to the site if it is absolutely necessary. 	<p>Record keeping to include name, address and contact number.</p> <p>Hand sanitiser to be provided.</p> <p>Hand sanitiser station at entry and exit.</p>	Y

Unite against COVID-19



Ensure attendees are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.	Hand sanitiser to be provided. Hand sanitiser station at entry and exit.	Y
All Shed volunteers and visitors to practice good hygiene by frequently cleaning their hands. Hand washing should take 20 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.	Person responsible to ensure the program leaders comply.	Y
Reduce the sharing of equipment and resources.		Y
Refrain from offering communal refreshments or water stations.	Participants to bring their own water bottles. Kitchens to be used as little as possible. We are providing disposable cups.	Y
Clean frequently touched areas and surfaces before and after each session with detergent or disinfectant (including shared equipment and resources, equipment, tables, counter tops and sinks).	RCSS to provide detergent, disinfectant and wipes.	Y

Review and Monitor

Requirement	Details of completion and further actions	Agree to Comply Y or N
Regularly review your systems to ensure they are consistent with current directions and advice provided by health authorities.		Y
Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.		Y
Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au		

Name of Person Completing Checklist: Larry Murray	Position of Person Completing Checklist: Director Community Service Projects
Name of Person Approving: Charles Thomasson	Position of Person Approving: President Rotary Club of Surfers Sunrise
Date Approved: 2nd September 2020	