

## COVID-19 GUIDELINES

The health and safety of our members is our top priority, and we have an obligation to provide a safe environment whilst conducting Rotary activities.

Due to the rapidly changing nature of this situation, we encourage you to use your discretion in relation to conferences and other Rotary organised events. Cancelling or postponing meetings or Rotary Club-related travel should be undertaken.

From a risk management perspective, we should be mindful of the age demographic of our Organisation and consider the welfare of members above any commercial aspects of the things we do.

### Some points to consider:

- Rotary's public image must be that of a responsible Organisation, whose activities will not expose the general public to unnecessary risk.
- Where possible meetings are held electronically via conference call or video link.

### All hire agreements and Proformas have an addendum added that:

- Provides the state gathering directives/restrictions.
- The Hirer / Event Organiser will agree to accept their responsibility of adherence to these directives / restrictions.
- Failure to comply, will result in cancellation of their hire or event.

### Physical distancing

- Put up posters around the facility on keeping at least 1.5 metres distance between everyone at the workplace.
- Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- Signing and completing a Visitors register and so on
- Face to face meetings only take place when each participant has downloaded the Australian Government "COVIDSafe app". The purpose of the app is to automate coronavirus contact tracing, contain outbreaks quickly and allow the easing of restrictions. Read more about the [COVIDSafe app](#).

### Handwashing and hygiene

- Have hand sanitiser stations at entry and exit points and around the facility.
- Ensure bathrooms are well stocked with hand wash and paper towel.
- Put up posters with instructions:
  - 1 On how to hand wash/hand rub.
  - 2 Instruct workers, guests, volunteers and hirers
    - On ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.
    - Limit contact with others— no shaking hands or touching objects unless necessary.

### Cleaning

- Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.
- Instruct workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes elevator buttons, handrails, tables, counter tops, door knobs and sinks.

### Pre & Post Inspection of the facility

- Complete a pre & post inspection of the facility for each use or hire of the facility to ensure all trip hazards and the level of cleanliness adheres to the abovementioned procedures.

**If you are an attendee**

- stay home and not attend if you are feeling unwell
- stay home and not attend if you have been to a country considered at higher risk of COVID-19 (excluding airport transit) in the past 14 days
- practice simple hygiene by:
  - making sure to clean your hands thoroughly for at least 20 seconds with soap and water, or use an alcohol-based hand rub
  - covering your nose and mouth when coughing and sneezing with tissue or a flexed elbow.

**Remind the public and event workers not to attend if they are feeling unwell**

- reminding the public and event workers they must not attend if they have been to a country considered at higher risk of COVID-19 (excluding airport transit) in the past 14 days
- ensuring your emergency management plan is up to date
- briefing your event staff on how to practice good hygiene and making it easy for staff and attendees to practice good hygiene
- having adequate hand washing facilities available.

We ask you to keep up to date with your national and local health authorities' recommendations and, of course, should the [World Health Organization](#) and our national, regional, or local health authorities discourage or prohibit gathering or traveling because of the risk of spreading COVID-19, follow their recommendations.

For more information and guidelines refer to relevant State or Territory legislation.