



Lake Cootharaba Sailing Club Inc.

24 Boreen Parade

Boreen Point 4565

Ph 07 5485 3352

www.lcsc.org.au

Training Session Checklist

Session _____ Date _____

Timing		Action	Check
Pre-session	1	All participants	Y/N
		a) If not well and/or show any symptoms do not attend	Y/N
		b) Arrive prepared to sail: changed into sailing gear	Y/N
		c) Have their own personal equipment e.g. water bottles; life jackets (if possible); sailing clothes – no sharing allowed	Y/N
		d) Monitor that all personnel sanitise hands before and after entering storage & training areas	Y/N
	2	Ensure all key sailing equipment has been cleansed prior to the start of the session	Y/N
	3	Register all participants, parents/caregivers, visitors & volunteers in Attendance Register	Y/N
Start of session	4	Conduct a briefing to review COVID-19 compliance requirements to all attendees – see guidelines	Y/N
	5	Discuss with all attendees social distancing, sanitising and handwashing guidelines within club facilities & toilets	Y/N
During session	6	Monitor & ensure appropriate social distancing to avoid crowding/gatherings	Y/N
	7	Ensure appropriate equipment is sanitised if required	Y/N
	8	Monitor health of all attendees	Y/N
Post session	9	Conduct a debrief to ensure all COVID-19 requirements have been adhered to and review if necessary	Y/N
	10	Ensure all key sailing equipment has been cleansed & disinfected post session	Y/N

Name: _____ Signature _____



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LEARN TO SAIL TRAINING GUIDELINES

HELP STOP THE SPREAD – BE COVID SAFE

- **YOU MUST STAY AWAY IF UNWELL OR HAVE SYMPTOMS OF COVID 19.** Participants, family and visitors attending the session must understand that if they have had contact with a known case, visited a hotspot, have flu like symptoms, travelled internationally or have visited a contact tracing location in Qld as per the link below, in the last 14 days, that they **MUST** stay away and monitor their symptoms. See the link for current contact tracing locations.
Queensland Government health alert at <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/contact-tracing>
- **Arrive ready to Train - GET IN, TRAIN, GET OUT – Avoid overlaps, crowding around or gatherings.**
- **Appoint First Aid Officer for the session. Send volunteers and participants who are unwell home.** Monitor group at all times for sign of illness. If necessary quarantine the person affected in the clubhouse whilst organising transport. Report situation to the Safety Officer.
- **Parents and carers of participants, or any Volunteers** with complex medical needs are encouraged to seek medical advice from their health professional as to whether it is appropriate for them to return to sport and how to manage the risk of Covid-19 if they do so.
- Limit numbers by allowing only one parent/carer per child in the training area to avoid crowding.

Record the names of all volunteers and participants on the Attendance Register on arrival and ensure you have name, address, mobile contact, arrival & departure time and state of health recorded.

Complete the Training Session Checklist for each session. It is advisable to record which learners were in which boats for the session to facilitate contact tracing.

Clubhouse upstairs will be closed until 4pm. Boat storage area & club toilet facilities will be open downstairs for members only. Access is for one person only at a time. You must sanitise your hands before and after entry.

Promote personal hygiene measures.

- On arrival sanitise your hands when entering the training or storage area. Sanitise your hands again before and after eating or going to the toilet and before and after using any equipment.
- Avoid touching your eyes, nose and mouth.
- Cover coughs and sneezes with your arm or a tissue.
- Put tissues straight into the bin and then wash your hands for a min. of 20 secs.
- Bring your own water bottle and make sure you do not share your water bottle or food.
- Avoid using mobile phones whilst training.
- Ensure you follow the advice of your Coach and Instructors at all times.

Follow general physical distancing guidelines.

- Reduce use of clubhouse and all activities that may cause congestion.
- Stagger start/finish times or launch times as required.
- Avoid queuing or group gatherings. Conduct briefings outdoors and ensure everyone is spread out and that they adhere to the 1.5m social distancing rule.
- If required to gather in the clubhouse ensure good ventilation.
- Arrange all equipment to leave as much space as possible between participants.
- Keep family groups together in boats if possible.
- Prevent public access to training area if possible. Put markers, hats, rope barriers and signage as required.
- Ensure 1.5 metre social distancing is maintained.
- Communicate all expectations to volunteers and participants electronically.
- Encourage non-contact greetings such as high-fives, hugging, shaking hands.

At the end of each session ensure all shared equipment is cleaned and disinfected.

Place all relevant paperwork for the session in Vice Commodore box in the office.

Unite against COVID-19



ANNEXURE 3.

Return to Play Readiness Checklist

A checklist for sport, fitness and recreation organisations and businesses

Your organisation has a responsibility to provide a safe environment for its workforce, volunteers and visitors. This checklist has been developed to assist sport, fitness and recreation organisations and businesses to return to play.

RETURN TO PLAY

What you need to do to safely re-start your activities

1. CHECK YOUR ACTIVITIES CAN RE-START

- ☐ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can commence your activity and whether any specific restrictions apply regarding the number of people, the type of activity, the travel allowed.
- ☐ Review the activities that can be conducted (i.e. non-contact, own equipment, group size) and consult with your peak body about any advice for restarting your activity as they may have already developed resources specific to that activity.
- ☐ The Framework for COVID Safe Businesses should be reviewed to ensure that Workplace Health and Safety requirements are being met. [Supporting information](#) for the framework.
- ☐ Discuss with your local council and your landowner about the conditions of restarting your activity.
- ☐ Are you conducting/intending to conduct activities according to the recommended levels detailed in Appendix A of the Australian Institute of Sport (AIS) Framework for Rebooting Sport in a COVID-19 Environment?
- ☐ Review the scheduling of your activities and amend to minimise contact between groups.
- ☐ If your facility/venue has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets and hand-washing facilities.
- ☐ Review insurance cover and requirements of insurer under the Queensland Health restrictions and timing for return of activity.
- ☐ Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.
- ☐ Ensure participants, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:
 - one parent/carer drop off – pick up
 - change of activities (non-contact, group sizes, etc)
 - changes of venue/facility practices (handwashing, equipment access, allocated areas).




**Queensland
Government**



2. PHYSICAL DISTANCING

- ☐ Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- ☐ Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.
- ☐ Implement measures to restrict numbers on the premises, ensuring these comply with current stage of roadmap.
- ☐ Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- ☐ Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.
- ☐ Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).
- ☐ Provide contactless payments or ordering and payment online.

3. KEEPING PEOPLE HEALTHY

- ☐ Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App.
 - ☐ Maintain a record of people in attendance for the activity, for a period of at least 28 days so you have accurate records in the event of an outbreak.
 - ☐ Where possible, avoid changing participants between groups so as to limit exposure.
 - ☐ Promote BYO water bottle to limit water bubbler/tap use.
 - ☐ Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.
 - ☐ Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.
 - ☐ Put signs and posters up to remind people of the risk of COVID-19.
 - ☐ Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, elderly).
 - ☐ Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.
- 

4. WELLBEING OF VOLUNTEERS/WORKERS (COACHES, OFFICIALS, SPORTS MEDICINE, OPERATIONS AND ADMINISTRATION)

- ☐ Read and implement Work Safe Queensland – Keeping your workplace safe, clean and healthy during COVID-19 for information and advice for your sport and recreation activity.
- ☐ Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
- ☐ Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.
- ☐ Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).
- ☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.
- ☐ Consult with workers/volunteers on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

5. HYGIENE AND CLEANING

- ☐ Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.
- ☐ Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- ☐ Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).
- ☐ Establish a protocol for laundering bibs, jerseys or other shared uniform items.
- ☐ Close or limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.
- ☐ Implement cleaning protocols for the communal facilities (see above link for cleaning).
- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

6. DELIVERIES, CONTRACTORS AND VISITORS ATTENDING THE PREMISES

- ☐ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction.
- ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

7. FOOD AND BEVERAGE SERVICES (CANTEENS, CAFES, ETC)

- ☐ Please complete and display the COVID-Safe Checklist for dining at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels.

Actions covered in that checklist include:

- ☐ Ensure food and beverages stored at your venue/facility have not been contaminated or are now out of date.
- ☐ Ensure staff and volunteers are trained in new requirements and ensure their food handling training is up to date.
- ☐ Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.
- ☐ Ensure menus are laminated and sanitised after each use or use general non-contact signage to display your menu or have single use paper menus available.
- ☐ For takeaway services place menus outside the venue.
- ☐ Set up different areas for ordering and collection, and where practical, separate entry and exit paths.
- ☐ Where practical, restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.
- ☐ Remove any 'serve yourself' buffet style food service areas and communal water stations or condiments.
- ☐ Stagger seating times and manage the duration of sittings to control the flow of patrons.
- ☐ Implement processes so front of house workers can collect food without needing to go into food preparation areas.
- ☐ Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery and glassware when available, or strict table clearing guidelines requiring gloves.

8. REVIEW AND MONITOR

- ☐ Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au



COVID Safe Checklist: Dining and drinking

As at 30 June 2020

Commencing from 12 noon 3 July 2020

What you need to do to safely re-open your business

1. Check your business can re-open

- ☒ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm whether any specific restrictions apply to your business.
- ☒ If your business has been closed, check your equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.
- ☒ Ensure staff have completed mandatory COVID Safe training and ensure other relevant training (such as food handling) is up to date. Refer to section 5 of this document re mandatory training requirements.

2. Wellbeing of workers

- ☒ Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home until they get the result and it is negative for COVID-19.
- ☒ Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- ☒ Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.
- ☒ Modify processes behind the counter (including in the kitchen) to limit workers having to be in close contact, as much as possible. For example:
 - assign workers to specific workstations to minimise the need to go into other spaces
 - implement processes so front of house workers can collect food without needing to go into food preparation areas.
- ☒ Postpone or cancel non-essential face-to-face gatherings, meetings and training and consider using video conferencing where practicable.
- ☒ Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- ☒ Put signs and posters up to remind workers and others of the risk of COVID-19.



3. Social distancing

- ☒ Place signs at entry points to instruct customers not to enter the shop if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- ☒ Limit walk-in appointments and client interaction at the counter by using online or phone bookings.
- ☒ If practicable, set up separate exit and entry points and separate take-away order and collection points to minimise contact.
- ☒ For dining in or drinking patrons, implement measures to restrict numbers to one patron per 4 square metres. For smaller venues below 200 square metres, businesses can have one person per 2 square metres up to 50 persons at a time.
- ☒ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- ☒ Place tables to ensure that persons seated at different tables are 1.5 metres apart.
- ☒ Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers
- ☒ Remove waiting area seating or space seating at least 1.5 metres apart.
- ☒ Provide contactless payments or ordering and payment online or through ordering apps.
- ☒ Ensure menus are:
 - laminated and sanitised after each use or
 - use general non-contact signage to display your menu or
 - have single use paper menus available.
- ☒ For takeaway services place menus outside the venue and introduce online ordering wherever possible.
- ☒ Set up different areas for ordering and collection, and where practical, separate entry and exit paths.
- ☒ Remove any serve yourself buffet style food service areas and communal water stations or condiments.
- ☒ Stagger seating times and manage the duration of sittings to control the flow of patrons.

4. Record keeping

- ☒ Ensure you keep contact information for all customers, workers and contractors, including full name, email address (residential address if not available), phone number and date and time of entry for a period of at least 56 days.
- ☒ Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Mandatory training requirements

- ☒ Ensure all staff have completed mandatory training **within two weeks of a business opening/reopening.** (Staff that commence with your business after this two-week period must complete this training before commencing.) COVID Safe training programs are available online through TAFE Queensland (<https://tafeqld.edu.au/covid-safe>). You can access a link to a course developed for dining services by Restaurant & Catering Australia here: <https://www.covid19hospitalitytraining.com.au/>.



6. Hygiene and cleaning

- ☒ Instruct all workers to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 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.
- ☒ Provide hand washing facilities for customers and patrons including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- ☒ Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery/glass ware when available, or strict table clearing guidelines requiring gloves.
- ☒ Reduce the sharing of equipment and tools.
- ☒ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by customers, such as tables and bar counters, must also be cleaned between customers.

7. Deliveries, contractors and visitors attending the premises

- ☒ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- ☒ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

8. Review and monitor

- ☒ **Regularly review** your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- ☒ This checklist is a key part of your WHS COVID Safe Plan, as outlined on the WorkSafe website.
- ☒ Publicly display this signed checklist as evidence that you are a COVID Safe business.
- ☒ 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.
- ☒ Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- ☒ Employees with a general work-related complaint can call **WHS Queensland on 1300 362 128**.
- ☒ Business owners that would like to better understand their **WHS** duties regarding COVID-19 can call **1300 005 018** or their union or industry association.
- ☒ Customers who have concerns about whether a business is complying with this checklist can call **134 COVID (13 42 68)**.

Name of person(s) conducting business
or undertaking as defined in the
Work Health & Safety Act 2011:

Signature & date:



ANNEXURE 4. LCSC INDUSTRY SAFETY PLAN

COVID Safe Checklist for dining in such as at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels

What you need to do to safely re-open your business:

1. Check your business can re-open

- ☐ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can re-open your business and whether any specific restrictions apply.
- ☐ If your business has been closed, check your equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.
- ☐ Ensure staff have completed mandatory COVID Safe training and ensure other relevant training (such as food handling) is up to date. Refer to section 5 of this document re mandatory training requirements.

2. Wellbeing of workers

- ☐ Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.
- ☐ Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- ☐ Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.
- ☐ Modify processes behind the counter (including in the kitchen) to limit workers having to be in close contact, as much as possible. For example:
 - assign workers to specific workstations to minimise the need to go into other spaces,
 - implement processes so front of house workers can collect food without needing to go into food preparation areas.
- ☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable.
- ☐ Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- ☐ Put signs and posters up to remind workers and others of the risk of COVID-19.

3. Social distancing

- ☐ Place signs at entry points to instruct customers not to enter the shop if they are unwell or have COVID19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- ☐ Limit walk-in appointments and client interaction at the counter through the use of online or phone bookings.
- ☐ If practicable, set up separate exit and entry points and separate order and collection points to minimise contact.
- ☐ Implement measures to restrict numbers on the premises, including maintaining a maximum of 20 people at any one time (not including staff) or per defined area (indoors or outdoors – as per industry



plan), as defined on the Queensland Government COVID website. Ensure distance of 4 square metres per person is maintained.

- ☐ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- ☐ Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.
- ☐ Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers
- ☐ Remove waiting area seating or space seating at least 1.5 metres apart.
- ☐ Provide contactless payments or ordering and payment online or through ordering apps.
- ☐ Ensure menus are:
 - laminated and sanitised after each use or
 - use general non-contact signage to display your menu or
 - have single use paper menus available.
- ☐ For takeaway services place menus outside the venue and introduce online ordering wherever possible.
- ☐ Set up different areas for ordering and collection, and where practical, separate entry and exit paths.
- ☐ Where practical, restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.
- ☐ Remove any serve yourself buffet style food service areas and communal water stations or condiments.
- ☐ Stagger seating times and manage the duration of sittings to control the flow of patrons.

4. Record keeping

- ☐ Ensure you keep contact information for all customers, workers and contractors, including name, address and mobile phone number for a period of at least 56 days.
- ☐ Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Mandatory training requirements

- ☐ Ensure all staff have completed mandatory training **within two weeks of a business opening/reopening**. (Staff that commence with your business after this two-week period must complete this training before commencing.)
COVID Safe training programs are available online through TAFE Queensland (<https://tafeqld.edu.au/covid-safe>). You can access a link to a course developed for dining services by Restaurant & Catering Australia here: <https://www.covid19hospitalitytraining.com.au/>.

6. Hygiene and cleaning

- ☐ Instruct all workers to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 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.
- ☐ Provide hand washing facilities for customers and patrons including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- ☐ Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery/glass ware when available, or strict table clearing guidelines requiring gloves.
- ☐ Reduce the sharing of equipment and tools.



- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

7. Deliveries, contractors and visitors attending the premises

- ☐ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

8. Review and monitor

- ☐ Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- ☐ This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- ☐ Publicly display this signed checklist as evidence that you are a COVID Safe business.
- ☐ 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.
- ☐ Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- ☐ Customers who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011:

Signature & date:



Fact Sheet: Dining-In

Advice for proprietors and patrons for dining-in services

How many patrons can a restaurant or café have?

Any place offering dining-in or seated drinking can have the following number of patrons:

- A. **With** a COVID Safe Industry plan in place:
 - a. Up to a maximum of 20 patrons in each defined area of a venue;
 - b. This maximum is subject to having four square metres per patron on average which includes indoor and outdoor areas of a venue;
 - c. If a venue has enough space, it can provide service to its maximum number of patrons determined by the four square metre rule with a maximum of 20 patrons in each room or defined area.
- B. **Without** a COVID Safe industry plan in place:
 - a. Up to a maximum of 20 patrons total for a venue with a COVID Safe Checklist;
 - b. This maximum is subject to having four square metres per patron on average;
 - c. This includes **all** areas of a venue including indoor and outdoor areas.

What is a defined area?

For any dining-in service with an applicable COVID Safe Industry Plan that allows for more than 20 patrons, you must divide your venue into defined areas that will have no more than 20 patrons within them. In addition:

- these patrons must be kept **separated** from other defined areas by a minimum of 1.5 metres at all times,
- they must remain **seated** and stay when in the defined area, and
- they must be provided table **service** by dedicated staff for that defined area.

Can drinks be served at the bar?

In the interest of preventing unnecessary contact and potential transmission, you cannot stand and drink at the bar. You must be seated and served drinks by a waiter. You can sit at a bar on a stool or chair provided you are 1.5 metres away from the next patron.

More information

You can see the full Roadmap to Easing Restrictions at covid19.qld.gov.au.

For general information about the Queensland Government's response to COVID-19 you can call **134 COVID (13 42 68)**.



COVID Safe Checklist for dining in such as at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels

What you need to do to safely re-open your business:

1. Check your business can re-open

- ☐ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can re-open your business and whether any specific restrictions apply.
- ☐ If your business has been closed, check your equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.
- ☐ Ensure staff have completed mandatory COVID Safe training and ensure other relevant training (such as food handling) is up to date. Refer to section 5 of this document re mandatory training requirements.

2. Wellbeing of workers

- ☐ Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.
- ☐ Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- ☐ Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.
- ☐ Modify processes behind the counter (including in the kitchen) to limit workers having to be in close contact, as much as possible. For example:
 - assign workers to specific workstations to minimise the need to go into other spaces,
 - implement processes so front of house workers can collect food without needing to go into food preparation areas.
- ☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable.
- ☐ Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- ☐ Put signs and posters up to remind workers and others of the risk of COVID-19.

3. Social distancing

- ☐ Place signs at entry points to instruct customers not to enter the shop if they are unwell or have COVID19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- ☐ Limit walk-in appointments and client interaction at the counter through the use of online or phone bookings.
- ☐ If practicable, set up separate exit and entry points and separate order and collection points to minimise contact.
- ☐ Implement measures to restrict numbers on the premises, including maintaining a maximum of 20 people at any one time (not including staff) or per defined area (indoors or outdoors – as per industry



plan), as defined on the Queensland Government COVID website. Ensure distance of 4 square metres per person is maintained.

- ☐ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- ☐ Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.
- ☐ Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers
- ☐ Remove waiting area seating or space seating at least 1.5 metres apart.
- ☐ Provide contactless payments or ordering and payment online or through ordering apps.
- ☐ Ensure menus are:
 - laminated and sanitised after each use or
 - use general non-contact signage to display your menu or
 - have single use paper menus available.
- ☐ For takeaway services place menus outside the venue and introduce online ordering wherever possible.
- ☐ Set up different areas for ordering and collection, and where practical, separate entry and exit paths.
- ☐ Where practical, restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.
- ☐ Remove any serve yourself buffet style food service areas and communal water stations or condiments.
- ☐ Stagger seating times and manage the duration of sittings to control the flow of patrons.

4. Record keeping

- ☐ Ensure you keep contact information for all customers, workers and contractors, including name, address and mobile phone number for a period of at least 56 days.
- ☐ Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Mandatory training requirements

- ☐ Ensure all staff have completed mandatory training **within two weeks of a business opening/reopening**. (Staff that commence with your business after this two-week period must complete this training before commencing.)
COVID Safe training programs are available online through TAFE Queensland (<https://tafeqld.edu.au/covid-safe>). You can access a link to a course developed for dining services by Restaurant & Catering Australia here: <https://www.covid19hospitalitytraining.com.au/>.

6. Hygiene and cleaning

- ☐ Instruct all workers to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 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.
- ☐ Provide hand washing facilities for customers and patrons including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- ☐ Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery/glass ware when available, or strict table clearing guidelines requiring gloves.
- ☐ Reduce the sharing of equipment and tools.

Unite against COVID-19



- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

7. Deliveries, contractors and visitors attending the premises

- ☐ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

8. Review and monitor

- ☐ Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- ☐ This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- ☐ Publicly display this signed checklist as evidence that you are a COVID Safe business.
- ☐ 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.
- ☐ Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- ☐ Customers who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011:

Signature & date:



Lake Cootharaba Sailing Club Inc.

24 Boreen Parade
Boreen Point 4565
Ph 07 5485 3352
www.lcsc.org.au

LAKE COOTHARABA SAILING CLUB INC

APPENDIX 5.

COVID SAFE CHECKLIST – FOOD AND BEVERAGE AREAS

COVID SAFE CHECKLIST- FOOD AND BEVERAGE AREAS

Social Distancing

Signs at entry points to instruct customers not to enter the venue if they are unwell or have COVID 19 symptoms. The sign should state that the venue has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

☐ Yes ☐ N/A

Limit walk-ins and client interaction at counters through the use of online or phone bookings.

☐ Yes ☐ N/A

If practicable set up separate exit and entry points and separate order and collection points to minimise contact. Minimise crossover of traffic flows wherever possible.

☐ Yes ☐ N/A

Implement measures to restrict numbers on the premises, including maintaining the approved number of patrons allowed as per the current CHO directives (as defined on the Queensland Government COVID 19 website).

☐ Yes ☐ N/A

Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas (e.g. modify reception to limit numbers that can congregate at service point through use of barriers or screens).

☐ Yes ☐ N/A

Use physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers. Barriers will not stop the virus but can help manage patrons within the venue.

☐ Yes ☐ N/A

Remove waiting area seating or space seating at least 1.5 metres apart.

☐ Yes ☐ N/A

Where practically possible, provide contactless payments and payment online for services.

☐ Yes ☐ N/A

Ensure menus are:

- 1) laminated and sanitised after each use or,
- 2) use general non-contact signage to display your menu, such as electronic screens or,
- 3) have single use paper menus available.

☐ Yes ☐ N/A

☐ Yes ☐ N/A

☐ Yes ☐ N/A

For takeaway services place menus outside the venue.

☐ Yes ☐ N/A

Set up different areas for ordering and collection, and where practical, separate entry and exit paths.

☐ Yes ☐ N/A

Venues will monitor and maintain records of staff working in designated areas and roster to minimize staff interactions in multiple areas.

☐ Yes ☐ N/A

Restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.

☐ Yes ☐ N/A

Remove any serve yourself buffet style food service areas and communal water stations or condiments.

☐ Yes ☐ N/A

Stagger seating times and manage the duration of sittings to control the flow of patrons.

☐ Yes ☐ N/A

Tables and booths to be utilized with appropriate physical distancing between each booking group

☐ Yes ☐ N/A

Implement controls to ensure patrons for areas do not mingle.

☐ Yes ☐ N/A

Service Bars will be staffed to allow for appropriate distancing between employees

☐ Yes ☐ N/A

	Where members of the same household (validated by staff) wish to occupy the same or adjacent table or seating, the 1.5m rule may not apply	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<u>Record Keeping</u>	Contact information must be kept for patrons, contractors, and staff, including name, address and mobile phone number, for a period of at least 56 days. Venues can utilise electronic systems or POS (Point of Sale Systems), or written registers or written personnel records of attendance).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Venues must actively encourage all patrons to download the COVID Safe App. The COVID Safe App is not an alternative to recording contact information for all patrons, contractors and staff.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<u>Wellbeing of Staff</u>	Implement measures to maximise the distancing between staff to the extent it is safe and practical and minimise the time that staff are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between staff.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	All staff have completed the mandatory COVID SAFE training and a record of this has been kept.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Modify processes behind the counter (including in the kitchen) to limit staff having to be in close contact, as much as possible.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	For example:	
	1) assign staff to specific workstations to minimise the need to go into other spaces.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	2) implement processes so front of house staff can collect food without needing to go into food preparation areas.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	3) postpone or cancel non-essential face-to-face gatherings, meetings and training.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	4) direct staff to stay at home if they are sick, and to go home if they become unwell.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	5) consult with staff on COVID 19 measures in the workplace and provide staff with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	6) Put signs and posters up to remind staff and others of the risk of COVID-19.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<u>Hygiene and cleaning</u>	Instruct all staff to practice good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	If hand washing is not practical, provide an appropriate hand sanitiser. (Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.)	
	Provide hand washing facilities for customers and patrons including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol - based hand sanitiser.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Non - disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery/glass ware when available, or strict table clearing guidelines requiring gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

	Reduce the sharing of equipment and tools.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, EFTPOS equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Refer to page 6 of the Office of Industrial Relations COVID Guide when providing staff with Personal Protective Equipment (PPE).	
<u>Hygiene and cleaning cont.</u>	For back of house, sanitisation of all areas, and equipment to be sanitised regularly in accordance with existing Food Safety Requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Sanitization of all spirit bottles, nip dispensers, serving equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Remove non-essential items i.e. counter bar mats, straw containers, self-service items (i.e. Keno pencil holders) that multiple people may touch.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<u>Deliveries, contractors, and visitors attending the premises</u>	Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with staff.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Signed:

Date:

Name of licensee or
approved person:

OPERATING THE VENUE AND PAYMENTS

Bar Service and associated areas

Risks

- Patrons congregating for bar service breaching social distancing requirements.
- Staff and patrons getting too close due to traditional counters not providing sufficient separation.
- Contaminated surfaces and equipment.
- Patrons continually crossing paths when moving to and from bar breaching social distancing requirements.
- Contamination of bottles/ serving equipment/ serving vessels.
- Too many patrons in the lounge/ bar areas.

What we are doing to keep you safe

- Where possible barriers used to stop patrons at required distance from the service area.
- Where possible barriers, signage and floor decals used to direct traffic to and from service area reducing crossover of traffic flows (i.e. an in and out for service).
- Venues will implement a seated drinking policy in Stage 2 with settings all distanced appropriately to reflect current CHO directives on social distancing and maximum numbers.
- The number of chairs in the room reflect the total number allowed under guidelines helping customers know when the room is full and assisting staff in enforcing the guidelines.
- We have removed items that may be difficult to clean or harbour the virus (e.g. material or rubber counter mats removed to allow for easy sterilisation of bar tops).
- Signage notifying of maximum numbers allowed in bar /lounge areas.
- All communal items such as water stations, coffee stations removed from bar areas.
- If provided all straws individually wrapped.
- Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue.
- Regular and systematic Cleaning of bar surfaces, all equipment, serving vessels and other touchpoints.
- Cleaning and hygiene measures are known and followed out at all times. All such measures are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of

cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures.

- Hand Sanitiser is available on entry to venue and where possible supervised and offered by staff.

Restaurant/ Bistro /Café and associated areas

Risks

- Patrons congregating for food service breaching social distancing requirements.
- Staff and patrons getting too close due to traditional counters not providing sufficient separation.
- Staff and patrons getting too close during service of food to tables.
- Back of house staff could be infected and touch multiple items in food preparation.
- Contaminated surfaces and equipment.
- Patrons continually crossing paths when moving to and from food service area breaching social distancing requirements.
- Contamination of bottles/ serving equipment/ serving vessels.
- Too many patrons in the dining café areas.

What we are doing to keep you safe

- Where possible barriers used to stop patrons at required distance from the service area.
- Where possible barriers, signage and floor decals used to direct traffic to and from service area reducing crossover of traffic flows (i.e. an in and out for service).
- Furniture settings all distanced appropriately to reflect current CHO directives on social distancing and maximum numbers.
- The number of chairs in the room reflect the total number allowed under guidelines helping customers know when the room is full and assisting staff in enforcing the guidelines.
- Venues to remove items that may be difficult to clean or harbour the virus (e.g. material or rubber counter mats removed to allow for easy sterilisation of counter tops).
- Venues to encourage bookings to ensure the maximum number of patrons is not exceeded in each area.
- Signage notifying of maximum numbers allowed in dining areas.
- All communal items such as water stations, coffee stations removed from these areas.

- Condiments and cutlery provided in single service packaging with meal. If not, condiments placed on meal prior to serving with no self-serve areas available.
- Buffets and possible high contamination food service methods are not practiced at this time.
- Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue.
- Regular and systematic cleaning of all food service areas, all equipment, serving vessels and other touchpoints.
- Cleaning and hygiene measures are known and followed out at all times. All such measures are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures.
- Hand Sanitiser is available on entry to venue and where possible supervised and offered by staff.
- Adjusted service methods and techniques to maximise the distancing between staff to the extent it is safe and practical and minimise the time that staff are in close contact. Where it is practical and safe to do so, we have reviewed tasks and processes that usually require close interaction and modified these to increase social distancing between staff.
- Increased receptacles to allow for easy disposal of what could be contaminated materials.

Kitchens

Risks

- Contaminated / ill staff member working in kitchen area.
- Contaminated Equipment and serving items.
- Contaminated items brought back to kitchen area.
- Staff getting too close and breaching social distancing requirements.
- Staff do not practice social distancing.
- Contaminated products brought to the kitchen.

How we are keeping you safe

- Using barriers to restrict entry to kitchen other than authorised staff.
- Allocating staff to specific work areas to avoid any extended period of staff being in close proximity and limiting to fleeting proximity if at all required.
- Ensuring our operations can be carried out in line with maximum number at one person per four square metres.

- Regular and systematic cleaning of all food service areas, all equipment, serving vessels and other touchpoints.
- Cleaning and hygiene measures are known and followed out at all times. All such measures are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures.
- Regularly checking and monitoring all automated cleaning equipment to ensure it is functioning correctly especially in regard to dishwashers operating at required temperature and duration to kill any virus etc.
- Hand sanitiser and or soap and water cleaning sinks are available allowing staff to follow prescribed hygiene guidelines.
- Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue.
- Deliveries are dropped to a designated point as directed by staff. Procedures have been modified to minimise physical interaction with staff.
- Records of all deliveries stating company, staff person, time and date are kept, assisting if any tracing may be required.

Gaming Rooms /TAB /Keno (Once permitted)

Risks

- Social distancing not practiced in these areas.
- An infected person could touch an Electronic Gaming Machine (**EGM**), Cash Redemption Terminal (**CRT**), Self-Serve Terminal (**SST**) for Keno, TAB play or an ATM, which are high contact points.
- Significant movement of patrons in area could lead to social distancing being breached.
- Staff have to come in regular contact with patrons in these areas to complete payouts etc. and therefore risk infection if a contaminated person was in the area.

How we are keeping you safe

- Where possible, using physical barriers to direct patrons throughout rooms maximising the distance apart whilst travelling in these areas.
- Where possible providing separate exit and entry points to the room to minimize crossover of paths of patrons.
- Use barriers or floor markings to maintain 1.5m around key areas patrons will congregate including gaming counter, CRT, SST terminals.

*ANNEXURE 6.***BUSINESS NAME****ADDRESS****APPROXIMATE GROSS SQUARE METER OF
SPACE OPEN TO THE PUBLIC****Signage**

Signage at each public entrance of the facility to inform all employees and customers that they should:

- ☐ avoid entering the facility if they have a cough or fever; maintain a minimum of 1.5 meters distance from one another
- ☐ sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- ☐ not shake hands or engage in any unnecessary physical contact
- ☐ adhere to the marks or stickers on the floor to maintain social distancing requirements
- ☐ signage posting a copy of the Social Distancing Protocol at each public entrance to the facility

Measures to protect employee and customer health

- ☐ Everyone who can carry out their work duties from home has been directed to do so
- ☐ All employees have been told not to come to work if sick
- ☐ Symptom checks are being conducted before employees may enter the workspace
- ☐ All individual workstations are separated by at least 1.5 meters
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently
- ☐ Disinfectant and related supplies are available to all employees at the following locations: _____
- ☐ Hand sanitiser effective against COVID-19 is available to all customers and employees at the following locations: _____
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ All employees and customers must fill out the contact tracing register located at the following locations: _____



Measures to prevent breaking of social distancing protocols

- ☐ Limit the number of customers (state number) in the facility at any one time which allows for customers and employees to easily maintain at least 1 person 4m² from one another at all practicable times.
- ☐ Post an employee at the door to ensure that the maximum number of customers in the facility stated above is not exceeded
- ☐ Place markings/stickers on floors to indicate the required 1.5 meters between persons
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines

Measures to prevent unnecessary contact

- ☐ Providing pre-order options
- ☐ Provide contactless pick up option
- ☐ Providing one use items (sachets sugar, salt, pepper)
 - ☐ Other: _____
- ☐ Providing for contactless payment systems or, if not feasible, sanitising payment systems regularly.
 - ☐ Describe: _____

Measures for cleaning and sanitation

- ☐ Disinfecting wipes that are effective against COVID-19 are available
- ☐ Employee(s) assigned to clean and sanitise chairs, tables, door handles, walls
- ☐ Hand sanitiser or effective disinfectant is available to the public at or near the entrance of the facility,
- ☐ Disinfecting all payment equipment, pens, and surfaces surrounding after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional – Describe other measures: _____



Retail Food Services Industry COVID Safe Plan Checklist

DATE

BUSINESS NAME

SIGNATURE

Have you completed the COVID-19 Hospitality Business Blueprint?

☐ Yes ☐ No

Have you completed the Retail Food Services Industry COVID Safe Plan?

☐ Yes ☐ No

Have your staff completed the COVID-19 Staff Induction?

☐ Yes ☐ No

Have your staff completed the COVID-19 Employee Temperature
Check Form?

☐ Yes ☐ No

BUSINESS NAME**ADDRESS****APPROXIMATE GROSS SQUARE METER OF
SPACE OPEN TO THE PUBLIC****Signage**

Signage at each public entrance of the facility to inform all employees and customers that they should:

- ☐ avoid entering the facility if they have a cough or fever; maintain a minimum of 1.5 meters distance from one another
- ☐ sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- ☐ not shake hands or engage in any unnecessary physical contact
- ☐ adhere to the marks or stickers on the floor to maintain social distancing requirements
- ☐ signage posting a copy of the Social Distancing Protocol at each public entrance to the facility

Measures to protect employee and customer health

- ☐ Everyone who can carry out their work duties from home has been directed to do so
- ☐ All employees have been told not to come to work if sick
- ☐ Symptom checks are being conducted before employees may enter the workspace
- ☐ All individual workstations are separated by at least 1.5 meters
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently
- ☐ Disinfectant and related supplies are available to all employees at the following locations: _____
- ☐ Hand sanitiser effective against COVID-19 is available to all customers and employees at the following locations: _____
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ All employees and customers must fill out the contact tracing register located at the following locations: _____

Measures to prevent breaking of social distancing protocols

- ☐ Limit the number of customers (state number) in the facility at any one time which allows for customers and employees to easily maintain at least 1 person 4m² from one another at all practicable times.
- ☐ Post an employee at the door to ensure that the maximum number of customers in the facility stated above is not exceeded
- ☐ Place markings/stickers on floors to indicate the required 1.5 meters between persons
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines

Measures to prevent unnecessary contact

- ☐ Providing pre-order options
- ☐ Provide contactless pick up option
- ☐ Providing one use items (sachets sugar, salt, pepper)
 - ☐ Other: _____
- ☐ Providing for contactless payment systems or, if not feasible, sanitising payment systems regularly.
 - ☐ Describe: _____

Measures for cleaning and sanitation

- ☐ Disinfecting wipes that are effective against COVID-19 are available
 - ☐ Employee(s) assigned to clean and sanitise chairs, tables, door handles, walls
 - ☐ Hand sanitiser or effective disinfectant is available to the public at or near the entrance of the facility,
 - ☐ Disinfecting all payment equipment, pens, and surfaces surrounding after each use.
 - ☐ Disinfecting all high-contact surfaces frequently.
 - ☐ Optional – Describe other measures: _____

-



Retail Food Services Industry COVID Safe Plan Checklist

DATE

BUSINESS NAME

SIGNATURE

Have you completed the COVID-19 Hospitality Business Blueprint?

☐ Yes ☐ No

Have you completed the Retail Food Services Industry COVID Safe Plan?

☐ Yes ☐ No

Have your staff completed the COVID-19 Staff Induction?

☐ Yes ☐ No

Have your staff completed the COVID-19 Employee Temperature
Check Form?

☐ Yes ☐ No



ANNEXURE 7.

DATE

BUSINESS NAME

ADDRESS

Employee numbers in total

Employee numbers per day

Maximum customer capacity pre-COVID-19

Current maximum capacity of customers
during COVID-19

We offer contactless payment

☐ Yes

☐ No

We do not accept take-away cups

☐ Yes

☐ No

We provide sanitiser as part of Retail
Food Services Industry COVID Safe Plan

☐ Yes

☐ No

We have completed the COVID-19
approved training

☐ Yes

☐ No

We have a COVIDSAFE Plan

☐ Yes

☐ No

We do not accept BYO bottles

☐ Yes

☐ No

We adhere to social distancing plans

☐ Yes

☐ No

Contact person or employer

Signature

This checklist is specifically designed for working with social distancing requirements due the COVID-19 pandemic.

As each item is completed enter the date in the box, for example 24/07. When all items are finalised the form is to be signed, dated and placed in the staff member's personnel file.

Date	Manager/Supervisor to discuss with returning or new staff member
	<p>Explain to staff member workplace protocol for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> temperature checks and records <input type="checkbox"/> symptoms which prevent attendance to the workplace which are: <ul style="list-style-type: none"> <input type="checkbox"/> fever or temperature above $\geq 37.5^{\circ}\text{C}$ <input type="checkbox"/> sore throat <input type="checkbox"/> cough <input type="checkbox"/> tiredness <input type="checkbox"/> difficulty breathing <input type="checkbox"/> fatigue
	<p>Explain social distancing according the Australian Government Health Department:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand maintaining groups of 20 for one staff member for one zone. <input type="checkbox"/> maintain a distance of 1.5 metres from others <input type="checkbox"/> avoid physical greetings such as handshaking, hugs and kisses or touching of any kind <input type="checkbox"/> use tap and go instead of cash <input type="checkbox"/> travel at quiet times and avoid crowds <input type="checkbox"/> avoid public gatherings
	<p>Explain the social distancing protocols in the facility for each area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> food service <input type="checkbox"/> beverage service <input type="checkbox"/> food preparation' <input type="checkbox"/> food and beverage storage <input type="checkbox"/> staff rooms / bathrooms/ change rooms <input type="checkbox"/> other

Date	Manager/Supervisor to discuss with returning or new staff member
	<p>Show employee where signs for social distancing are placed including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> social distancing for staff <input type="checkbox"/> social distancing for customers <input type="checkbox"/> number of customers permitted in the facility <input type="checkbox"/> floor stickers/markers to guide social distancing
	<ul style="list-style-type: none"> <input type="checkbox"/> Show employee where sanitiser is placed for use by employees and customers
	<p>Explain and demonstrate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> correct hand hygiene and washing <input type="checkbox"/> PPE requirements <input type="checkbox"/> cleaning processes <input type="checkbox"/> cleaning equipment, materials and products <input type="checkbox"/> cleaning schedule including frequency of cleaning and allocated staff members <input type="checkbox"/> uniform and laundering processes <input type="checkbox"/> SDS charts for cleaning chemicals
	<p>Explain and demonstrate communication with customers such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> verbally inform customers the facility has social distancing protocols in line with the requirements of the Australian Government Health Department guidelines including refusal of service and requirements of the Industry COVID Safe Plan <input type="checkbox"/> refer to the clear, legible and well placed signage outlining the social distancing protocols of the business <input type="checkbox"/> politely direct customer attention to the signs, floor stickers and hand sanitiser <input type="checkbox"/> refer non-compliant customers to supervisor or manager

ACKNOWLEDGEMENT OF INDUCTION

I acknowledge my participation in the COVID-19 Induction Process and have an appropriate foundational knowledge of the workplace policies, procedures, systems and processes.

Staff member's signature:

Date:

Manager's signature:

Date



COVID-19 Employee Temperature Check Form

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
SIGNATURE	DATE

I give consent for _____ to record my temperature each day before and after the shift that I am on the premises.

I understand that this is to protect myself, my peers and customers to ensure that we continue to minimize the spread of COVID-19.

_____ has my expressed permission to keep this information for the purpose of record keeping during and after the COVID-19 crisis.

Day	Temperature °C	Initial
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

This checklist is specifically designed for working with social distancing requirements due the COVID-19 pandemic.

As each item is completed enter the date in the box, for example 24/07. When all items are finalised the form is to be signed, dated and placed in the staff member's personnel file.

Date	Manager/Supervisor to discuss with returning or new staff member
	<p>Explain to staff member workplace protocol for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> temperature checks and records <input type="checkbox"/> symptoms which prevent attendance to the workplace which are: <ul style="list-style-type: none"> <input type="checkbox"/> fever or temperature above $\geq 37.5^{\circ}\text{C}$ <input type="checkbox"/> sore throat <input type="checkbox"/> cough <input type="checkbox"/> tiredness <input type="checkbox"/> difficulty breathing <input type="checkbox"/> fatigue
	<p>Explain social distancing according the Australian Government Health Department:</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand maintaining groups of 20 for one staff member for one zone. <input type="checkbox"/> maintain a distance of 1.5 metres from others <input type="checkbox"/> avoid physical greetings such as handshaking, hugs and kisses or touching of any kind <input type="checkbox"/> use tap and go instead of cash <input type="checkbox"/> travel at quiet times and avoid crowds <input type="checkbox"/> avoid public gatherings
	<p>Explain the social distancing protocols in the facility for each area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> food service <input type="checkbox"/> beverage service <input type="checkbox"/> food preparation' <input type="checkbox"/> food and beverage storage <input type="checkbox"/> staff rooms / bathrooms/ change rooms <input type="checkbox"/> other

Date	Manager/Supervisor to discuss with returning or new staff member
	<p>Show employee where signs for social distancing are placed including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> social distancing for staff <input type="checkbox"/> social distancing for customers <input type="checkbox"/> number of customers permitted in the facility <input type="checkbox"/> floor stickers/markers to guide social distancing
	<ul style="list-style-type: none"> <input type="checkbox"/> Show employee where sanitiser is placed for use by employees and customers
	<p>Explain and demonstrate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> correct hand hygiene and washing <input type="checkbox"/> PPE requirements <input type="checkbox"/> cleaning processes <input type="checkbox"/> cleaning equipment, materials and products <input type="checkbox"/> cleaning schedule including frequency of cleaning and allocated staff members <input type="checkbox"/> uniform and laundering processes <input type="checkbox"/> SDS charts for cleaning chemicals
	<p>Explain and demonstrate communication with customers such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> verbally inform customers the facility has social distancing protocols in line with the requirements of the Australian Government Health Department guidelines including refusal of service and requirements of the Industry COVID Safe Plan <input type="checkbox"/> refer to the clear, legible and well placed signage outlining the social distancing protocols of the business <input type="checkbox"/> politely direct customer attention to the signs, floor stickers and hand sanitiser <input type="checkbox"/> refer non-compliant customers to supervisor or manager

ACKNOWLEDGEMENT OF INDUCTION

I acknowledge my participation in the COVID-19 Induction Process and have an appropriate foundational knowledge of the workplace policies, procedures, systems and processes.

Staff member's signature:

Date:

Manager's signature:

Date

COVID-19 Employee Temperature Check Form

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
SIGNATURE	DATE

I give consent for _____ to record my temperature each day before and after the shift that I am on the premises.

I understand that this is to protect myself, my peers and customers to ensure that we continue to minimize the spread of COVID-19.

_____ has my expressed permission to keep this information for the purpose of record keeping during and after the COVID-19 crisis.

Day	Temperature °C	Initial
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

DATE**BUSINESS NAME****ADDRESS**

Employee numbers in total

Employee numbers per day

Maximum customer capacity pre-COVID-19

Current maximum capacity of customers
during COVID-19We offer contactless payment ☐ Yes ☐ NoWe do not accept take-away cups ☐ Yes ☐ NoWe provide sanitiser as part of Retail
Food Services Industry COVID Safe Plan ☐ Yes ☐ NoWe have completed the COVID-19
approved training ☐ Yes ☐ NoWe have a COVIDSAFE Plan ☐ Yes ☐ NoWe do not accept BYO bottles ☐ Yes ☐ NoWe adhere to social distancing plans ☐ Yes ☐ No

Contact person or employer

Signature



Lake Cootharaba Sailing Club Inc.

24 Boreen Parade
Boreen Point 4565
Ph 07 5485 3352
www.lcsc.org.au

LAKE COOTHARABA SAILING CLUB INC

APPENDIX 8.

COVID-19 at the workplace TREATMENT FLOWCHART FOR UNWELL PERSON

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your WHS regulator? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Coronavirus
COVID-19



safe work australia

LESS INDUSTRY SAFETY

swa.gov.au/coronavirus

updated: 29 April 2020

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



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Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your WHS regulator? See our Incident Notification fact sheet.
- > Comply with privacy obligations. See guidance from the OAIC.
- > Follow the advice of health officials at all times.

State and territory health department helplines:

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Victoria
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1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Coronavirus
COVID-19



safe work australia

Part D – Covid-Safe Plan Checklist

COVID-SAFE PLAN Checklist (SPORT)

Checklist for organisations to follow in operating under the Industry Plan

<input type="checkbox"/> Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the Return to Play website .
<input type="checkbox"/> Read/complete the Safe Work Australia COVID resource kit to the industry
<input type="checkbox"/> Check the Queensland Government's COVID-19 website to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.
<input type="checkbox"/> Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity.
<input type="checkbox"/> Check with your venue or facility on any procedures and requirements applicable for the return of activity.
<input type="checkbox"/> Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.
<input type="checkbox"/> Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.
Workforce and training
<input type="checkbox"/> Review the Roadmap for easing Restrictions Framework for COVID Safe Businesses to ensure that Workplace Health and Safety requirements are been met. Supporting information for the framework.

<input type="checkbox"/> Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
<input type="checkbox"/> Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the Workplace Health and Safety Queensland guide .
<input type="checkbox"/> Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through TAFE Queensland .
<input type="checkbox"/> Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.
<input type="checkbox"/> Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
<input type="checkbox"/> Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.
<input type="checkbox"/> Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).
<input type="checkbox"/> Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the Workplace Health and Safety Queensland guide
Communication
<input type="checkbox"/> Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.
<input type="checkbox"/> Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.
<input type="checkbox"/> Ensure participants, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example: • one parent/carer drop off – pick up or remain in car

<ul style="list-style-type: none"> • change of activities (non-contact, group sizes, etc) • changes of venue/facility practices (handwashing, equipment access, allocated areas).
<input type="checkbox"/> Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.
<input type="checkbox"/> Ensure everyone within your organisation (including paid staff and volunteers) understands their role.
<input type="checkbox"/> A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.
<div> <div></div> </div>
Financial
<input type="checkbox"/> The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.
<input type="checkbox"/> Adjust budgets as necessary for COVID-19 measures and costs.
<input type="checkbox"/> Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.
<input type="checkbox"/> Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.
<div> <div></div> </div>
Legal and compliance
<input type="checkbox"/> Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.
<input type="checkbox"/> Ensure any necessary consents and approvals to resume sport have been received.
<input type="checkbox"/> Ensure completion of a COVID-19 Safety Plan.
<div> <div></div> </div>
Physical distancing
<input type="checkbox"/> Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

- ☐ Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.
- ☐ Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.
- ☐ Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- ☐ Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.
- ☐ Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).
- ☒ Provide contactless payments or ordering and payment online.

Keeping people safe & healthy

- ☐ Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App.
- ☐ Appoint a COVID-19 Safety Coordinator using the Sport AUS Position Description as a template - <https://www.sportaus.gov.au/return-to-sport#covid-19-safety-coordinator>
- ☐ Maintain a record of people in attendance for the activity, for a period of at least 56 days so you have accurate records in the event of an outbreak.
- ☐ A system is in place to record, store and if required share data (subject to privacy law).
- ☐ Avoid changing participants between groups to ensure no co-mingling.
- ☐ Promote BYO water bottle to limit water bubbler/tap use.
- ☐ Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.
- ☐ Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.
- ☐ Put signs and posters up to remind people of the risk of COVID-19.

- ☐ Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, elderly).
- ☐ Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Hygiene and cleaning

- ☐ Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.
- ☐ Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.
- ☐ Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.
- ☐ Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.
- ☐ Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- ☐ Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).
- ☐ Establish a protocol for laundering bibs, jerseys or other shared uniform items.
- ☐ Close or limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.
- ☐ Implement cleaning protocols for communal facilities.
- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.
- ☐ Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

Deliveries, contractors and visitors attending the premises

<input type="checkbox"/> Implement a process for COVID Safe deliveries as outlined by <u>Safe Work Australia</u> .					
<input type="checkbox"/> Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.					
<input type="checkbox"/> Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.					
<input type="checkbox"/> Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.					
Review and monitor					
<input type="checkbox"/> Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.					

Additional checklist for Facility Managers / Venue Operators

<i>Please Note: Venue operators of aquatic facilities AND sport and recreation organisations that utilise aquatic facilities should comply with the <u>Swimming Pool & Aquatic Centre Industry COVID Safe Plan</u></i>					
<input type="checkbox"/> Ensure completion of a COVID-19 Safety Plan for the venue.					
Communication and training					
<input type="checkbox"/> Ensure communication of the completed COVID-19 Safety Plan for the venue.					
<input type="checkbox"/> Ensure communication of any procedures and requirements applicable to user groups for the return of activity.					
<input type="checkbox"/> Ensure user groups have undergone any required training or venue induction.					

Manage access

- ☐ Develop a playing/training space usage plan (where applicable) including zones, entry and exists to ensure different groups of 20 participants do not co-mingle.
- ☐ Ensure and clearly mark separate entry and exit points (where possible).
- ☐ Develop a plan to manage the bookings and schedule of users.
- ☐ Determine the process to record all visitors to the venue and liaise with organisations that utilise the venue to ensure record keeping processes are complementary.
- ☐ Update the terms and conditions of venue use and entry as applicable.
- ☐ Implement a process for other restrictions such as cancelling if wet weather to reduce the risk of people congregating such as under shelter.

Hygiene and cleaning

- ☐ Undertake all hygiene and cleaning measures as outlined above.
- ☐ Undertake a thorough clean of the facility including venue entry, areas of play/training coaching equipment, clubrooms, changerooms, toilets prior to any use by user groups.
- ☐ Consider where doors and gates can remain open to minimise contact.

Preparing Area of Play/Training for use

- ☐ Implement a process for auditing facilities to ensure they are in a safe and playable condition.
- ☐ Ensure areas of play/training lines and any other line markings are clearly visible.
- ☐ Ensure area of play/training, ancillary and safety lighting is working and provides a sufficient level of illumination.
- ☐ Ensure public areas both in and surrounding the facility (e.g. car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards).
- ☐ Ensure drinking taps/fountains have been turned off with signage preventing use.

Review and monitor

☐ Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Unite against COVID-19



COVID Safe Event Checklist

LCSC Annexure 9.

Events for up to 500 people from 12 noon, 03 July 2020

As at 02 July 2020

COVID Safe Event Checklist

Event name:

Contact person name:

Contact phone number/email address:

Event location:

Checklist completion date: (DD/MM/YYYY)

Event commencement date and time: (DD/MM/YYYY)

Event completion date and time: (DD/MM/YYYY)

Anticipated attendance details: (e.g. anticipated attendance numbers, number of event staff, etc):

Brief description of the types of activities occurring at the event (e.g. concert, market stalls, food etc):



What you need to do to safely operate your event

1. Governance Arrangements

a. Before the event

- ☐ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can operate your event and whether any specific restrictions apply.
- ☐ Obtain any necessary approvals to operate your event from appropriate authorities, e.g., venue owner/land holders and/or other approval bodies
- ☐ Identify key staff who are responsible for implementing and reviewing the strategies in this COVID Safe Events Checklist.
- ☐ Keep up to date with the legislative requirements and find additional guidance by monitoring the [Public Health Directions](#), and visiting www.covid19.qld.gov.au and www.worksafe.qld.gov.au
- ☐ Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans.
- ☐ Ensure staff attending the event are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the Office of Industrial Relations.
- ☐ Adopt procedures to manage psychosocial risks (including patron aggression), in accordance with practices recommended by the [Office of Industrial Relations](#) (page 10) and [Safe Work Australia](#).
- ☐ Areas at the event must have a minimum of 4 square meters of accessible space per person. To determine the capacity of the event site, review section 1.2.1 *Calculating Site Capacities* in the Industry Framework for COVID Safe Events in Queensland. This may require monitoring to ensure that the maximum number of people in these areas is not exceeded.

b. During the event

- ☐ Monitor strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)
- ☐ Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. This may include providing an electronic copy.
- ☐ Provide evidence to the approving authority that staff have undertaken the required COVID-19 online training.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association. For questions regarding the Public Health Directions, call 134 COVID.
- ☐ Event attendees who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

2. Communicate Expectations to Event Staff and Attendees

a. Before the event

- ☐ For ticketed events, ensure refund policies are well defined in social media and on the event website. Ticket holders should not be penalised for not attending when unwell.
- ☐ Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms.
- ☐ Ensure key health messages are scheduled via social media and are displayed on the event website:
 - Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
 - How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
 - Maintaining physical distancing requirements is the individuals responsibility
- ☐ Communicate security requirements via social media and event website to prevent crowding at entry points
- ☐ Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case.





The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.

- ☐ Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the [Safe Work Australia](https://www.safeworkaustralia.gov.au) website

b. During the event

- ☐ Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event
- ☐ Ensure signs about enhanced public health measures are maintained and visible

3. Maintain Physical Distancing

a. Before the event

- ☐ Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 4 metres squared per person
- ☐ Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity or limit of 500 people (whichever is least) is not exceeded.
- ☐ Develop and implement practices to manage the number of people inside discrete areas of the event (e.g., toilet facilities, retail spaces, food service areas) at any given time (e.g. using signage).
- ☐ Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)
- ☐ Use physical barriers in high foot traffic areas to separate crowds
- ☐ Ensure one-way flow of foot traffic is established where practical
- ☐ Use separate entries and exits within discrete areas of the event site
- ☐ Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.
- ☐ Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

b. During the event

- ☐ Monitor physical distancing as per government guidelines in each discrete area (metres squared per person; distance between household groups).
- ☐ Monitor queuing arrangements to maintain physical distancing

4. Screening

a. Before the event

- ☐ Implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.
- ☐ Establish areas where attendees who become unwell during the event can be isolated from other attendees

b. During the event

- ☐ At entry points that have event staff or security personnel, ask screening questions of attendees such as:
 - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?

If yes to any of the above:



- Isolate the attendee in the nearest designated isolation space.
- Provide the affected person with appropriate personal protective equipment.
- Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.

- ☐ Screening questions can be undertaken concurrently with other entry activities, e.g., during ticket purchasing or bag checking.

5. Facilitate Contact Tracing

a. Before the event

- ☐ A record of all on-site staff including contractors and volunteers must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.
- ☐ For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address (or residential postcode at minimum).

b. During the event

- ☐ Records must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days after the event for contact tracing purposes.
- ☐ Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.

6. Regular and Thorough Cleaning

a. Before the event

- ☐ Refer to pages 6-9 of the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#) and ensure appropriate personal protective equipment is available for use by staff
- ☐ Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.
- ☐ Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the [Office of Industrial Relations](#).

b. During the event

- ☐ Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.). Cleaning practices to be implemented in accordance with [Office of Industrial Relations](#).
- ☐ General cleaning – adopt and implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as efpes equipment, dining tables, counter tops and sinks are regularly cleaned, in accordance with standards set out by the [Office of Industrial Relations](#).
- ☐ Increased frequency will be required during expected high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)
- ☐ Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.
- ☐ Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the [Office of Industrial Relations](#).

7. Hand Sanitiser and Hand Washing Facilities

a. Before the event

Unite against COVID-19



- ☐ Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site
- ☐ Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.
- ☐ Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol are recommended.
- ☐ Hand washing facilities are required for food businesses.

b. During the event

- ☐ Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.
- ☐ Encourage staff to practice good personal and hand hygiene, in accordance with standards set by the Office of Industrial Relations

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011:

Signature & date:

ANNEXURE 10.

● COVID-19 risk register: Lake Cootharaba Sailing Club Inc

Location: 24 Boreen Parade, Boreen Point

Date: 15/06/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Risk of COVID-19 from anyone attending the club training or racing program.	Support Volunteers, Participants or other customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.		Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. Frequently touched surfaces including counters, handrails, doors, till, and EFTPOS facilities are regularly cleaned. Physical distancing – tables and chairs in clubhouse have been set up to keep members and visitors and customers at least 1.5m apart from each other. Markings have been placed in bar and at canteen. Physical distancing and signs placed around the club advising of these rules. Customers are kept back from counters. Payments are only accepted via tap and go. Alcohol based hand sanitiser is provided at regular intervals and on entry to the club and are out of reach of children. Posters on hand washing are prominent in the bathrooms and hand washing facilities are available in the bathrooms. All participants & volunteers will be advised and briefed on symptoms of COVID-19 and told to stay home if they aren't feeling well. Training areas set up with rope and bollards to designate Learning Area Soap dispensers and water for hand washing and paper towel or air dryer for	Volunteers and members are encouraged to bring their own water bottles and come ready to sail/participate. Get In, Sail, Get Out areas. If a member becomes unwell at the club, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Post information as it happens on club website and/or email members Educate members and participants on behaviours expected whilst in attendance at club facilities.				

hand drying is available in bathrooms with instructional signs on hand washing.

Alcohol based hand sanitiser is also available in all member areas including bathrooms, clubhouse, bar area, lower level storage area, Learn To Sail area, and signs are displayed on appropriate use.

Where meetings are required, they are held over the phone and information sent by email where possible.

Members and Participants can sign in and register online. No touch payment is preferred.

Clear signage in clubhouse and storage areas, yard and sheds, designated areas.

Accessing boats and other equipment

Low as few cases locally

High as injuries could be severe.

Boats provided by the club are easily accessible and in good working order. Members are supervised and given familiarisation with moving boats with minimal contact.

Regular checks and maintenance scheduled for boats.

Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, individuals may have a significant reaction	Members are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask members if they have a history of dermatitis or allergy to alcohol
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.

Work health and safety during COVID-19

Guide to keeping your workplace safe, clean and healthy

CLEANING

ANNEXURE 11.

- Regularly clean frequently touched surfaces
- This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards and telephones

In addition to regular, routine cleaning of workplaces, such as emptying bins and cleaning toilets, enhanced cleaning may help prevent the spread of COVID-19. Keeping the workplace clean is important for reducing the number of germs that survive on surfaces.

Employers must provide sufficient cleaning and disinfection supplies and equipment, or engage a suitable cleaning service.

Example: Office environment

Provide detergent/disinfectant wipes to employees to clean workstations, and workstation equipment such as monitors, phones, keyboards and mice.

Provide supplies of alcohol-based hand sanitiser around the office space, where possible.

Routine cleaning

Routine workplace cleaning should be undertaken at least daily and possibly more often in larger, busier workplaces. Carrying out a risk assessment will help determine how often cleaning should be done.

Cleaning should be carried out in all areas where work is undertaken so far as is reasonably practicable including fixed and mobile work areas such as offices, lunchrooms, mobile plant, motor vehicles. Where plant, equipment or tools are shared, for example hot desking or motor vehicles, touch surfaces should be cleaned between users.

Example: Agriculture

Provide workers with cleaning agents and training them to clean down plant or equipment (e.g. farm machinery or tools) immediately after use.

Workers should each be provided with their own equipment if possible and should be physically organised in a way that maintains social distance.

Special attention should be given to surfaces that are frequently touched. This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards and telephones.

Clean with detergent and water

Physically clean surfaces using detergent and water (use as per the label instructions), followed by rinsing and drying. A clean cloth (disposable or able to be laundered) should be used each time.

Start the cleaning process in the cleanest areas and finish in the dirtier areas (also see *Cleaning equipment* section) to prevent cross-infection. Wear either single-use or reusable gloves (such as washing-up gloves) when cleaning. If using reusable gloves wash them off using running water and detergent after use and hang outside to dry. Wash your hands after you have finished cleaning and removed the gloves.

Cleaning equipment

Cleaning equipment includes mops with detachable heads (so they can be washed in a washing machine using hot water), disposable cloths or cloths that can be laundered. Ensure that cleaning equipment is well maintained, cleaned and appropriately stored.

Different cloths should be used for cleaning different areas, e.g. kitchen, bathroom, toilet. It can be useful to have colour-coded cloths or sponges for each area (e.g. blue in the bathroom, yellow in the kitchen) so that it is easier to keep them separate.

Disposable cleaning cloths should be placed in the general waste after use.

Disinfectants

Cleaning with detergent and water should be adequate for routine cleaning. Disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material.

If you do need to use a disinfectant, clean the surface first then use disinfectant or use a combined detergent and disinfectant. Disinfectants will not kill germs if the surface has not been cleaned first. Make sure the disinfectant has enough time in contact with the surface, is used at the right concentration and is applied to a clean, dry surface.

Cleaning and disinfection after suspected or confirmed COVID-19

Areas that have been used by a person with suspected or confirmed COVID-19 infection should be cleaned and disinfected.

Wear personal protective equipment

Put on personal protective equipment (PPE) before entering the area. This includes:

- disposable gloves
- disposable apron or other protective garment
- protective eyewear to protect your eyes from the cleaning chemicals
- If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done (e.g. hotel room), they should wear a surgical mask, if available, to cover their coughs and sneezes. The person who is cleaning the area should also wear a surgical mask to prevent them from touching their face. Once you enter the area, avoid touching your face and don't touch or adjust your face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.

Cleaning recommendations

Cleaning of hard surfaces (e.g. bench tops) should be done using either:

- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution. Follow manufacturer's directions for dilution.
- a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Follow manufacturer's directions for use or see Table 1 below for a dilution recipe.

Bleach solutions should be made fresh daily and gloves should be worn when handling and preparing bleach solutions. Protective eyewear should be worn in case of splashing.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use.

Preparation of bleach solutions

Household bleach comes in a variety of strengths of the active ingredient (sodium hypochlorite) which is indicated on the product label often listed as available chlorine.

Table 1: Recipes to achieve a 1,000 ppm bleach solution

Original strength of bleach (available chlorine)	Disinfectant recipe to make up 1 litre of bleach solution. In a bucket, place the volume of water required and gently add the measured volume of bleach.
% strength	Volume of bleach (ml)
1	100 ml
2	50 ml
3	33 ml
4	25 ml
5	20 ml

Note: Minimum standards that must be followed for the handling of hazardous chemicals are outlined in the [*Managing risks of hazardous chemicals Code of Practice 2013*](#).

Once cleaning is completed, place all disposable cleaning items in the general waste. Waste does not need any additional handling or treatment measures. Reusable cleaning items, such as mop heads, should be cleaned as per the cleaning recommendations below.

People should use the following process to safely remove personal protective equipment:

- Remove and dispose of gloves. The outside of gloves may be contaminated. Remove gloves being careful not to contaminate bare hands during glove removal.
- Clean your hands. This can be done with either soap and running water or hand sanitiser.
- Remove and dispose of the apron. The apron front may be contaminated. Untie or break fasteners and pull apron away from body, touching the inside of the apron only.
- Clean your hands. This can be done with either soap and running water or hand sanitiser.
- Remove protective eyewear/face shield. The outside of protective eyewear/face shield may be contaminated. Remove eyewear/face shield by tilting the head forward and lifting the head band or ear pieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be washed in detergent and water and allowed to completely air dry.
- Clean your hands. This can be done with either soap and running water or hand sanitiser.
- Remove and dispose of the surgical mask if worn. Do not touch the front of the surgical mask. Remove the surgical mask by holding the elastic straps or ties and remove without touching the front.
- Clean your hands. This can be done with either soap and running water or hand sanitiser. PPE can be disposed into the general waste.

For more information refer to [Queensland Health](#).

Consider use of personal protective equipment where necessary

Health authorities advise that surgical masks in the community are only helpful in preventing people who have COVID-19 infection from spreading it to others. If you are feeling well, there is no need to wear a surgical mask, as there is little evidence to support their use in healthy people to prevent transmission of viruses. Likewise, if you are feeling well, there is no need to use gloves in the community as it can lead to complacency and reduced handwashing, potentially increasing the risk of exposure to the virus. PPE should be worn by those who clean areas that have been used by people with suspected or confirmed infection.

Healthcare workers and other frontline workers who have close contact with people with suspected or confirmed infection should wear PPE as advised by health authorities, including [Queensland Health](#).

Queensland Government homeFor QueenslandersHealth and wellbeingConditions, treatments and health checksHealth alertsCoronavirus (COVID-19)Industry and businessesResources and fact sheets for industryCOVID-19 cleaning, disinfection and waste recommendations

COVID-19 cleaning, disinfection and waste recommendations

This fact sheet provides recommendations for cleaning, disinfection and removal of waste from the environment where people suspected or confirmed to have COVID-19 infection may have been.

For acute healthcare settings and residential care facilities, please refer to the Queensland Health's [Interim infection prevention and control guidelines for the management of COVID-19 in healthcare settings \(PDF\)](#)

https://www.health.qld.gov.au/_data/assets/pdf_file/0038/939656/gh-covid-19-Infection-control-guidelines.pdf.

Recommended cleaning process

Gather the items needed for cleaning before entering the area and cleaning begins. This may include the following:

- personal protective equipment (PPE)
- cleaning equipment and solutions
- rubbish waste bag
- alcohol-based hand rub (containing at least 60% alcohol).

Personal protective equipment recommendations

People entering the room and the person with suspected or confirmed COVID-19 should wear a surgical mask if the person with COVID-19 remains in the room while the cleaning is done.

People should use the following process to safely put on the recommended personal protective equipment before entering the area:

- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Put on a disposable apron. Fasten the back of the apron at the neck and waist.
- If the person with suspected or confirmed COVID-19 is in the area to be cleaned put on a surgical mask. Secure the ties of the mask at the middle of the head and neck. Fit the

flexible band to nose bridge and ensure mask is fitted snug to face and below the chin. Do not touch or adjust the mask until you are ready to remove the mask.

- Put on protective eyewear to protect your eyes from the cleaning fluids.
- Put on disposable latex or vinyl gloves.

The purpose of personal protective equipment is to reduce the risk of direct contact with contaminated surfaces.

People should use the following process to safely remove personal protective equipment:

- Remove and dispose of gloves. The outside of the gloves are considered to be contaminated. Remove gloves being careful not to contaminate bare hands during glove removal.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Remove and dispose of apron. The apron front is considered to be contaminated. Untie or break fasteners and pull apron away from body, touching the inside of the apron only.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Remove protective eyewear/face shield. The outside of protective eyewear/face shields is considered to be contaminated. Remove eyewear/face shield by tilting the head forward and lifting the head band or ear pieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Remove and dispose of surgical mask if worn. Do not touch the front of the surgical mask. Remove the surgical mask by holding the elastic straps or ties and remove without touching the front.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Personal protective equipment can be disposed into general waste.
- Once you enter the area, avoid touching your face and don't touch or adjust your face mask if one is worn.
- If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.

Cleaning recommendations

Once the person with suspected or confirmed COVID-19 vacates a room, cleaning can commence immediately. The room and all hard surfaces in the room should be physically cleaned. All furniture, equipment, horizontal surfaces and all frequently touched surfaces (e.g. door handles) should be thoroughly cleaned.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Cleaning of hard surfaces (e.g. bench tops) should be done using either:

- a physical clean using a combined detergent and 1,000ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution. Follow manufacturer's directions for dilution.
- a physical clean using detergent and water followed by a clean with 1,000ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Read the product label and follow the manufacturer's directions for use or see Table 1 below for a typical dilution recipe.

Bleach solutions should be made fresh daily and gloves should be worn when handling and preparing bleach solutions. Protective eyewear should be worn in case of splashing.

Once cleaning is completed, place all disposable cleaning items in the rubbish waste bag. Waste does not need any additional handling or treatment measures.

Cleaning equipment including mop heads and cloths should be laundered using hot water and detergent and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use.

Preparation of bleach solutions

Household bleach comes in a variety of strengths of the active ingredient (sodium hypochlorite) and you can find this information on the product label often listed as available chlorine.

Table 1. Recipes to achieve a 1,000ppm bleach solution

Original strength of bleach (available chlorine)	Disinfectant recipe to make up 1 litre of bleach solution. In a bucket, place the volume of water required and gently add the measured volume of bleach.	
%	Volume of bleach	Volume of water
1	100ml	900ml
2	50ml	950ml
3	33ml	967ml
4	25ml	975ml

**Original strength
of bleach
(available
chlorine)**

Disinfectant recipe to make up 1 litre of bleach solution. In a bucket, place the volume of water required and gently add the measured volume of bleach.

%

Volume of bleach

Volume of water

5

20ml

980ml

Waste Handling

Waste from a household, or waste from a hotel or motel where someone with a suspected or confirmed case of COVID-19 is living or staying, is not regulated as medical waste under the Queensland Environmental Protection (Waste Management) Regulation 2000. However, it is still important that waste from these places is handled with caution before throwing away.

Personal waste, such as used tissues, packaging, masks and disposable cleaning supplies should be put securely inside disposable rubbish bags in the same room as the person suspected or confirmed to have COVID-19.

When dealing with waste, avoid touching the inside of the bag. Make sure the rubbish bag is not completely full, so the contents don't overflow and use two bags if the contents are wet in case it leaks.

This waste can be put with other general rubbish (not recycling or green bins) for your normal rubbish pick-up.

Rubbish bins inside the house should be kept clean and disinfected regularly. If a pedal bin or plastic bucket is used, it is a good idea to use a bin liner. Bin liners stop the bin from getting dirty, help with taking the rubbish out and also help with cleaning and sanitising the bin.

It is important to always wash your hands well and dispose of any personal protective equipment after handling waste.

Last updated: 7 May 2020



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COVIDSafe app

(<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>) The COVIDSafe app uses Bluetooth to collect information of people you come into close contact with who are also using the app. This helps health officials to quickly notify close contacts of people diagnosed with COVID-19 if the person agrees to share their

CHECKLIST: Cleaning

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our [COVID-19 website](https://www.swa.gov.au/coronavirus) for additional measures for your industry.

Routine cleaning

What do I need?

- ☐ Detergent, either as a solution that can be mixed with water, or as wipes, or
- ☐ A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.

When should I clean?

- ☐ Clean your workplace at the end of the work day using a detergent, or a 2-in-1 detergent and disinfectant solution.

Focus on:

Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces and cupboard handles

- ☐ Clean objects and surfaces used repeatedly by lots of people frequently throughout the day using a detergent, or 2-in-1 detergent and disinfectant solution.

For example:

Trolleys and baskets, checkouts, EFTPOS machines, handrails, elevator buttons

- ☐ Clean surfaces and fittings that are visibly soiled or after any spillage as soon as possible using a detergent, or a 2-in-1 detergent and disinfectant solution.
- ☐ Instruct workers to clean personal property that has been brought to work and is likely to be handled at work or during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes.

For example:

Sunglasses, mobile phones, ipads, car keys

How to safely clean

- ☐ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment (PPE). Also make sure the product is suitable for use on the surface you are cleaning.
- ☐ Instruct workers to wear gloves when cleaning and ensure they know to wash their hands thoroughly with soap and water, or to use alcohol-based hand sanitiser if they cannot wash their hands, both before and after wearing gloves.
- ☐ If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

After cleaning

- ☐ Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

Cleaning if someone in my workplace is suspected or confirmed to have COVID-19

Preparing to clean

- ☐ Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.
- ☐ Open outside doors and windows if possible to increase air circulation.

What do I need?

- ☐ A detergent, as a solution that can be mixed with water, and



**Coronavirus
COVID-19**



safe work australia

CHECKLIST: Cleaning

- ☐ A disinfectant containing alcohol in a concentration of $\geq 70\%$, chlorine bleach in a concentration of 1000 parts per million (see the [Department of Health website](#) for more information on achieving the correct bleach solution), oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.
- ☐ A combined detergent and disinfectant solution.
- ☐ Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.
 - ☐ Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.
- ☐ A surgical mask if the person suspected to have COVID-19 is in the room.

What should I clean?

- ☐ Thoroughly clean and then disinfect:
- ☐ all areas of suspected or confirmed contamination
- ☐ any common areas (e.g. break rooms, washrooms), and
- ☐ any known or likely touch points in the workplace.

How to safely clean

- ☐ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. [Also make sure the product is suitable for use on the surface you are cleaning.](#)
- ☐ Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.
- ☐ Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.

After cleaning

- ☐ Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.
- ☐ Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.
- ☐ Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

For more information:

Visit the Cleaning information on the [Safe Work Australia website](#).

LCSC Industry Safety Plans - REFERENCES & LINKS

Industry Safety Plan – Aquatic Sports

https://www.covid19.qld.gov.au/data/assets/pdf_file/0008/130004/Aquatic-Sport-Sector-Industry-COVID-Safe-Plan.pdf

Industry Safety Plan – Food Services

https://www.covid19.qld.gov.au/data/assets/pdf_file/0034/129967/industry-covid-safe-plan-retail-food-services.pdf

Industry Safety Plan – Hotels & Clubs

https://www.covid19.qld.gov.au/data/assets/pdf_file/0033/129966/industry-covid-safe-plan-hotels-clubs.pdf

Sport Australia Position Description Covid-19 Safety Co-Ordinator

https://www.sportaus.gov.au/return-to-sport/covid-19_safety_coordinator

AIS framework for rebooting sport

https://www.ais.gov.au/data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

National Principles for the Resumption of Sport

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-national-principles-for-the-resumption-of-sport-and-recreation-activities>

SAFEfood Queensland

<https://www.safefood.qld.gov.au/covid-19-advice/>

Safe Work Australia

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles>

Queensland Government Health Directives

<https://www.business.qld.gov.au/running-business/covid-19-restrictions/stage-3>

Queensland Return To Play Guide

https://www.covid19.qld.gov.au/data/assets/pdf_file/0026/127943/return-to-play-guide.pdf

Australian Sailing Covid 19 QLD

<https://www.sailingresources.org.au/covid-19/>

Training of Volunteers, PPE Guidelines, Management of psychological risks

https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

Roadmap to COVIDSafe Australia

<https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Covidsafe App

https://www.health.gov.au/resources/apps-and-tools/covidsafe-app?gclid=Cj0KCQjwgJv4BRCrARIsAB17JI6wgkz9zK1Tz6KdpGAk6JsdGyFh6oED_1Cs6JieYorfKw_SORb2RAkaAhQUEALw_wcB

Australian Sailing Covid 19 awareness video

<https://www.playbytherules.net.au/online-courses/mini-courses/covid-19-awareness-mini-course>

Mandatory Free Covidsafe Training for Dining

<https://tafeqld.edu.au/covid-safe>