Draft Logistics checklist reinstating in person activities in keeping with COVID 19 restrictions

* This is a brainstorm of planning and practical considerations as we move towards organisations reopening and should be read in conjunction with federal and state pandemic advice and guidelines on cleaning and hygiene practices, [National COVID-19 Safe Workplace Principles](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles), relevant industrial awards, Fair Work Act (including Job Keeper Amendments 2020) and other applicable legislations.
* Every organisation is different and will need to identify the best course of action for their circumstances, including what they decide to deliver in person and the pace at which this occurs.
* Please feel free to adapt this document and send any suggestions and edits to [maureen@chaosnetwork.org.au](mailto:maureen@chaosnetwork.org.au)
* Further information and great resources can also be found at <https://www.stjohnvic.com.au/news/opening-workplaces-safely-during-covid-19/?utm_source=pardot&utm_medium=email&utm_campaign=eDMBacktoWork>

A close up of a sign

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| Item |  | Status | Notes |
| Transition plan | As each stage in the restrictions is altered, we will revisit our operational plan and amend to reflect the restrictions, community needs and our capacity. |  | Eg Operational plan is available through google docs for all staff and committee and updated on a weekly basis |
| Risk Management | Risk management plan has been reviewed to identify risks associated with reopening the organisation as restrictions ease, and how we aim to reduce risks |  |  |
| Policies and procedures | Policies and procedures have been reviewed to reflect how our organisation will respond as restrictions ease, if restrictions are reinstated and the risks we have identified, in making these decisions |  | The following policies have been revised or developed and approved |
| Workforce management | Extension of existing workforce management plans  Identify which staff roles would be required to be onsite  What roles can still be performed from home?  Are there roles where volunteers can be safely engaged?  What equipment or modifications need to be made to safely perform roles?  Do you need to make decisions on which staff return to the work site? |  | Considerations could be  Are staff given a choice,  what is in place for staff who may be high risk, have caring obligations etc  Will there be a roster system?  Can individual workstations be set up to reduce equipment sharing  Can starting finishing and breaks be rostered (authors note: yes I know some Houses would be lucky to have two staff) |  | Are staff given a choice, are some role necessary to the house reopening, what is in place for staff who may be high risk, have caring obligations etc |
| Communication strategy | How will you let all stakeholders know?  what you are offering  and when  precautions you are taking,  payment information etc |  |  |
| Scheduled Cleaning | Cleaning has been reviewed to include new practices |  |  |
|  | Cleaner has been briefed on new cleaning practices |  |  |
|  | Cleaners hours have been extended |  |  |
|  | Cleaner has been supplied with personal protection equipment |  | Eg disposable gloves, possibly disposable coverall |
| Item |  | Status | Notes |
|  | Cleaning products meet guidelines for killing the virus on surfaces |  |  |
| Cleaning after activities | Cleaning requirements after each activity have been assessed |  | Eg: Yes checklist exists for all classes |
|  | Responsibility to clean has been identified  Briefing on cleaning has occurred |  | Who is going to do the cleaning and do they understand what they need to do? |
|  | Tutors are aware of cleaning process and where cleaning equipment is kept, in the instance they need to disinfect during an activity |  | Eg Day time tutors to contact Fred in the office and he will attend to this  After hours tutors have been given information |
|  | We have updated our workplace hazardous chemicals register |  | Where applicable, if new cleaning products are being used |
| Fitness classes | Where equipment is shared (weights, exercise bike, yoga) etc |  | Example of practise to be introduced from Toolangi Castella CH  All participants to have their temperature taken prior to entering class. The tutor will ask mandatory questions (have you been in contact with someone who has been diagnosed, have you returned from overseas etc) and complete a tick sheet for each participant. Hand sanitiser used prior to using equipment. Disposable gloves issued, to be discarded at the end of the class and hand sanitiser reapplied. Participants to bring their own mats (they normally use the House ones) and drink bottles. Kitchen will be closed to participants. |
| Item |  | Status | Notes |
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| Cleaning for children’s services | To be inserted by Houses operating childcare |  |  |
| Hygiene | Personal Protective Equipment relevant to our circumstances, has been identified |  | E.g.  Hand sanitiser  Disinfectant wipes  Thermometers  Disposable gloves |
|  | Equipment has been purchased and is readily available to staff and public |  | Supply to be checked |
|  | Tissues, hand sanitiser and rubbish bins are available in all rooms being utilised |  |  |
|  | Posters on transmission of COVID -19 and handwashing are on display in public areas, staff areas and bathrooms |  |  |
|  | Information about restrictions on people attending is on display before entry points (eg if you have a temperature, if you have symptoms) |  | TCCH: Mandatory sign in sheet for all those entering the Community House with contact details for tracing should an outbreak occur. This will probably just apply to visitors, drop ins etc, as we will have all the participant details from their enrolment forms |
|  | Fabric towels have been replaced with paper towel |  |  |
|  | Soap bars have been replaced with liquid soap |  |  |
|  | Disinfectant wipes are located with baby change tables |  |  |
|  | We have a procedure for disinfecting the shower (where one is available to public or staff) |  | E.g.: How will this occur, who is going to do it **Or** our shower will not be available for use. |
| Item |  | Status | Notes |
| Physical spaces | We have identified the number of people that can be in each room observing the 4m square per person distancing rule |  | Eg Main office 2 people  Room A: 5 people  Room B: 3 people  Kitchen 2 people  Back room 1 person |
|  | We have identified entry and exit doors |  | Signs have been put up |
|  | We have a procedure to monitor numbers in common areas | Facilitators/ tutors to be briefed | Starting times will be staggered.  Breaks will be staggered for any activities running concurrently  Signage stating maximum numbers and maintaining social distancing are in every space |
|  | Staff areas have been reorganised to meet physical distancing requirements |  |  |
|  | We have removed excessive furniture and equipment from areas that will be accessed |  |  |
| Keeping kitchen area and equipment sanitised | Sanitising cups and cutlery |  | Do staff and participants bring their own, provide disposables, have a tub of Milton’s solution in the kitchen for all used dishes, run dishwasher at temperature recommended to kill virus  Who will do this? |
|  | Sanitising benches and other surfaces |  | How often, who is responsible for this. Close main kitchen and set up tea/ coffee station? |
|  | Removed tea towels and dish clothes and replaced with paper towel |  |  |
| Safe working space for management and administration staff | Can we reconfigure the working spaces to ensure social distancing is maintained between reception/ office staff and people coming into the house? |  | Eg a table has been placed in front of the reception desk  We have asked for online or card payments  Staff have a procedure for cleaning office equipment and furniture |