



COVID Safe Checklist

Effective 4 September 2020

**TOM ATKIN HALL, 433 GOLDEN FOUR
DRIVE, TUGUN**

We've developed this COVID-19 Safety Checklist to help you create and maintain a safe environment for you and your visitors.

You may need to update the checklist in the future, as restrictions and advice changes – a completed copy is to be forwarded to contact@tugun.org.

Businesses must follow the current COVID-19 Public Health Orders and manage risks to staff and other people in accordance with Work Health and Safety laws.

Business or entity name:

Contact person name:

Contact phone number:

Email address:

Checklist completion date:

Anticipated attendance numbers:

Brief description of the types of activities occurring at the hall (e.g concert, yoga, pilates etc):

The hirer shall indemnify, and keep indemnified, Tugun Progress Association Inc against all actions, suits, claims and demands which may have been made by any person for damages for death, personal injury, damage or loss of property or financial loss arising out of or in connection with the use of the hall including legal costs of any such actions, suits, claims and demands to the extent that such actions, suits, claims or demands have been caused or contributed to by the hirer.



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Physical distancing

Ensure capacity does not exceed one person per 4 square metres of space including staff

Use separate entries and exits where possible.

At entry points, 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:

- Refuse entry to the activity and advise the person to seek medical assistance. The National Corona virus Helpline number is 1800 020 080.
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Ensure indoor group activities, such as yoga classes for example, have no more than 50 participants, including the instructor or facilitator and any assistants, to comply with one person per 4 square metres. Participants should maintain 2 metres physical distance.

Ensure any spectators comply with 2 metres physical distance, such as through staggered seating.

Move or block access to equipment or seating to support 2 metres of physical distance between people.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times, i.e. advise participants to move on once the class, meeting etc concludes.

Move tables and chairs apart to comply with physical distancing requirements. Wipe them down before and after use.

Ensure any communal areas where people gather, maintain appropriate physical distancing. Where practical, stagger the use of communal facilities. **Note: The kitchen facilities are unavailable at the current time.**

Strongly encourage visitors to change at home to avoid crowding in the toilet and change rooms.

Limit the use of cash transactions by encouraging visitors to use tap and go, direct deposit or other contactless payment options.



Hygiene and cleaning

- Ensure there is hand sanitiser at the entry to the hall and throughout the facility. If not, contact the hall manager on (07) 5559 5235 immediately.
- Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. If not, contact the hall manager on (07) 5559 5235 immediately.
- Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.
- Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.
- Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
- People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.
- Ensure all visitors, and anyone else involved in an activity have been asked to stay home if they feel sick, are coughing, have shortness of breath or a fever.
- Ask that visitors practice verbal greetings only and avoid physical contact with others.
- Ask visitors to respect sneezing and coughing etiquette e.g. sneeze or cough into your elbow or a tissue, dispose of the tissue in a rubbish bin and wash your hands immediately after.
- Ask visitors to wash their hands regularly with water and soap or a hand sanitizer and use paper towels.
- Try not to touch surfaces touched by several people (e.g. tables, light switches, toilet doors). If people do, ask them to try to use a paper towel/tissue, and discard it in a closed bin, and/or wash their hands afterwards.
- Ask visitors to keep a pen with them to avoid having to use a shared pen.



Record keeping

A record of all on-site visitors must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, time of entry to the hall, time of leaving the hall.

Records must adhere to standards in the Privacy Act. Information can be found here: <https://www.oaic.gov.au/privacy/guidance-and-advice/guide-to-securing-personal-information/>
Records must be securely stored for 56 days after the activity for contact tracing purposes.

Records of contact information for staff and visitors is to be provided immediately upon request by public health officials from Queensland Health.