

Workshop Coordinator Checklist

OVERALL PLANS AND GOVERNMENT GUIDELINES

- I have reviewed Roses in the Ocean's COVID19 Safety Plan.
- I have gone to the State and Federal government websites and reviewed the latest requirements and restrictions that are most relevant to the location and activity that I am arranging.
- I have reviewed the latest alerts from public health authorities and factored these alerts into the activities that I am arranging.
- I will distribute the *COVID19 Safety Sheet for Workshop Participants* to workshop participants prior to the workshop or activity taking place.
- If any workshop participants arrive and are presenting with COVID-19 symptoms, cold/flu-like symptoms or general unwellness, the facilitator understands that they must kindly ask them to leave and to contact their local GP to determine whether a COVID-19 test is required.

EXPECTATIONS FOR CLIENTS

- I have spoken with the client to ensure they understand that the workshop may be cancelled at short notice due to COVID-19 circumstances.
- If requested by the client, I will provide the client with this checklist, Roses in the Ocean's *COVID19 Safety Plan* and Roses in the Ocean's *COVID19 Safety Sheet for Workshop Participants*.

UNDERSTANDING HYGIENE

I will make sure that everyone involved in the workshop or event understands that they need to:

- Regularly wash their hands with soap and water for 20 seconds and dry them completely with paper towel or hand dryer: before and after eating; after coughing or sneezing; after using the bathroom; after using public transport; after touching any potentially contaminated surfaces.
- If soap and water is not easily accessible, use an alcohol based hand sanitiser that contains at least 60% ethanol or 70% isopropanol as per the manufacturer instructions.
- Cough and sneeze into their elbow or use a clean tissue.
- Refrain from touching their face, eyes, nose and mouth.
- Refrain from spitting.
- Dispose of tissues and cigarettes hygienically (ie: into a closed bin)
- Wash and dry their hands before and after smoking a cigarette.
- Clean and disinfect shared equipment before and after used.
- Avoid intentional physical contact such as shaking hands, hugging, patting backs, etc.

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VENUE REQUIREMENTS

I have spoken with the venue manager to ensure that:

- The venue is large enough to accommodate the 4 square metre per-person rule and 1.5m safe physical distancing requirements.
- Their cleaning and hygiene standards meet the requirements set for venues by State and Federal governments.
- They have adequate supplies of alcohol based hand sanitiser (containing at least 60% ethanol or 70% isopropanol) for the number of attendees.
- They have appropriate and adequate health and hygiene signage.
- They have good air flow through open windows, doors and/or access to outdoor areas.

FACILITATOR TRAVEL

- I will review the latest State and Federal government guidelines and alerts prior to arranging any travel in order to understand potential restrictions and requirements, such as Border Passes.
- Where possible, I will instruct facilitators to drive their own vehicle.
- If facilitators are driving together, I will advise them to sit diagonally from one another (one in the drivers seat and one in the back seat diagonally opposite), and to keep the windows down where possible.
- If facilitators are catching public transport, I will advise them to avoid travelling at peak times (if possible). Unless it becomes mandated by government, I will suggest that they wear a mask and disposable gloves, and sanitise their hands after getting off public transport.
- I will instruct them to follow building/office signage to understand how many people are permitted in a Lift.

HEALTH, HYGIENE AND SAFETY

I will make sure everyone involved understands that they:

- Have a duty to take reasonable care of their own health and safety, and to not adversely affect the health and safety of others.
- Have a duty to maintain good personal hygiene and practice physical distancing.
- Understand that COVID-19 symptoms present differently for each person, so if anyone is feeling even slightly unwell, they should not travel or attend a workshop or activity.

COVID-19 Safety



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- If they are presenting with any COVID-19 symptoms, they need seek medical clearance (such as contacting their local GP), which may include getting tested for COVID-19, before returning to the office, travelling, or attending any workshop or activity.

Roses in the Ocean's coordinators are encouraged to use the Heath Direct COVID-19 Restriction Checker prior to arranging any travel, accommodation or events:

<https://www.healthdirect.gov.au/covid19-restriction-checker>