

Safety Guidelines

Central Coast Community Shed

Covid19 Minimum standards – Return to activities as at Stage 2.

Developed considering the Public Health guidelines and the new minimum standards as listed by WorkSafe Tasmania. These require the Shed Supervisors to:

1 Manage the risks of a person contracting or spreading COVID-19 in the Community Shed.

- . Display signage – If feeling unwell, participants are not to attend the Community Shed.
- . Vulnerable persons – i.e. respiratory complaints are encouraged to consider staying at home to be safe.
- . Procedures reviewed and updated – re-induction back to the shed – relating to the use/cleaning of equipment, numbers in each of the spaces – all relevant to the Covid19 safety plan.
- . Information on noticeboards about the required cleaning.
- . Hand out printed flyers and/or notices with updates.
- . Hold regular staff/toolbox meetings and make health and safety a topic to discuss.
- . Consult with members, confirm information is sufficient to assist with remaining safe.
- . Encourage the use of the covid19 safety App.

2 Implement and maintain a cleaning schedule across the Community Shed

- . Regular cleaning of toilet (Community Precinct), kitchen area, all surfaces and tables.
- . Display a “last cleaned/signed” checklist.
- . Display information on noticeboards about the required cleaning procedures.

3 Thorough hygiene procedures and practices (such as washing and/or sanitising of hands)

- . Display information on noticeboards about the required personal hygiene.
- . Handwashing stations.
- . Hand sanitizers available.

Hold practical training sessions:

- . https://www.dhhs.tas.gov.au/publichealth/tasmanian_infection_prevention_and_control_unit/healthcare_worker_education/healthcare_worker_education_videos
- . Equipment cleaning procedures for all used equipment.

4 Ensure members who have been instructed to quarantine or self-isolate do not attend the Community Shed.

- . Notify Public Health by phoning 1800 671 738, if a member has attended that is being tested or determined to have a diagnosis of Covid19, guidance from the Public Health department to be followed.
- . A determination will be made as to whether the facility reopens, following guidance from the Public Health Department.
- . Confirmation in writing that member is well to be at the Community Shed.
- . Inform through email information/updates to all members.

5 Ensure physical distancing requirements are met by members, visitors and others entering, leaving, or moving around the Community Shed.

- . Provide warnings at 'choke' points, floor indicators to assist with distancing.
- . Visitors are to be signed in on day that they visit.
- . All persons to sign and list phone contact details.
- . Display information on noticeboards about the required physical distancing requirement.
- . Tables to be set up to reflect the required distancing – determining the max number able to be in the space.

6 Provide information, training, and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by the members.

- . Induction of new members to the Community Shed to include hygiene, equipment cleaning, physical distancing and updated procedures.
- . Regular training sessions provided at the Community Shed to include – new procedures or altered procedures (videos, handouts, guest speakers etc).
- . Record attendance and participation in training attended.
- . Add safety item to the agendas for committee meetings and/or toolbox meetings.

7 Provide information and instruction to other people who attend the Community Shed about compliance with processes and procedures, ensuring they are adhere to.

- . Clear signage and instructions displayed.
- . Sign in process adhered to.
- . Induction of all new processes – signed off.
- . Supervisors to meet new participants.
- . Strongly encourage all members to install the COVID Safe app on their mobile phone, and to have the app running while at the venue (and as they go about their daily business).

Melissa Budgeon
COMMUNITY WELLBEING OFFICER

COMMUNITY SERVICES
CENTRAL COAST COUNCIL