

# Reverse Garbage Queensland Co-op Ltd

## COVID-19 Safety Plan and Information

### On-site (incursion) health and safety measures

These measures are supported by the Queensland Government, Department of Education as of 15<sup>th</sup> February. Our facilitators will adhere to these requirements as outlined.

- on-site, physical distancing of adults
- record each visitor's full name, email address, contact telephone number, date and time of visit for contact tracing
- regular handwashing and hand sanitising , particularly before and after eating, and after going to the toilet

### **Contractors and external workers**

- At action levels 1, 2 and 3, schools will need to ensure any contractor, supplier or external support worker entering the school to undertake work or provide supplies complies with the on-site health and safety measures outlined in these guidelines. This includes not attending the site if unwell, maintaining physical distancing requirements and practising good health and hygiene.

### **Policy and Procedures for Reverse Garbage Queensland (RGQ) Facilitators safe handling of materials for both participants and facilitators:**

- Scissors, staplers, desktop bins and common touch tools will be cleaned.
- Adequately space participants with the working space – more tables may be required.
- Encouraging participants to only take what they need to avoid coming into contact with materials multiple times. Allowing time for participants to view materials before making a choice of what they would like to use.
- Putting in place guidance around queuing for shared items such hot glue tool.
- Putting in place arrangements to allow staff and student to regularly clean their hands.
- School or services making a booking are advised to priorities cleaning of those areas in use by students and staff, with extra attention to high touch point surfaces.

### Additional health and safety measures:

- Sanitiser and hand wash provided – both in alcohol liquid sanitiser provided by RGQ and awareness of location of nearest hand washing sink.
- Insure facilitators deliver workshops in open spaces, school halls or classrooms with good air flow and cross ventilation.
- If double-facilitation is required, workshops are required to be in a large space such as a school hall.
- Ensure adult visitors or staff helpers joining the workshop space to maintain a social distance of 1.5 meters from each other.
- Recommending facilitators have flu shots
- Time allowances between workshop bookings for resting and sanitising materials, tools and facilitators.
  - ‘resting’ materials between bookings. The same set of materials will not go out to different schools within 24hours of workshops.

### Internal workshops:

*All relevant from above list, and as follows:*

- Implementing guidance to ensure that participant’s families do not congregate in areas around the workshop space.
- Reduce number to insure adequate spacing and allow more time for facilitator to work with participants at their workspace in an attempt to reduce movement in the space.
- Participants must be set a safe distance including building distances from other participants.
- Ensure participants are aware of sanitiser and hand-washing station at the beginning of the workshop.