



COVID-19 OPENING CHECKLIST



The following checklist is a generic guide for preparing your facility to ensure that all of the necessary protocols are met, this includes signage, attendance sheets as well as hygiene and cleaning practices.

It may be that your particular activity has additional guidelines as set down by a Covid Safe Industry Plan, if that is the case then this checklist is to be read alongside that plan.

Users are reminded that COVID-19 presents a more serious risk to the following groups:

- People aged 70 years and over
- People aged 65 years and over with chronic medical conditions
- People with a compromised immune system
- Aboriginal and Torres Strait Islander peoples 50 years and older with one or more chronic medical conditions.

The following links will assist you in ensuring compliance with the [Covid Safe protocols](#).

- You can check for your relevant Industry Covid Plan available online at <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>
- Hygiene Posters are available at https://www.goclubs.com.au/_data/assets/pdf_file/0005/339800/Hygiene-posters_A4-landscape_R2-1.pdf
- Covid Safe cleaning plan <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>
- Clean Hands save lives poster https://www.qld.gov.au/_data/assets/pdf_file/0013/120811/qh-handwashing-12-step-guide-poster.pdf



Community Hall Checklist

The term 'staff' in this document refers to both paid and volunteer workers associated with the delivery of the activity at a community hall.

Preparatory Checklist

- If your Hall has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your Hall have not been contaminated or are out of date.
- Direct staff to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home until they receive a negative result for COVID-19.
- Nominate an individual or team to manage/champion safe practices and assist with implementation of checklist items and compliance with the Covid Safe Plan.
- Instruct staff and attendees to tell you if they are displaying symptoms, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- Consider safety risks and manage these according to the appropriate hierarchy of controls, i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- Consult with staff and community on COVID-19 measures at your hall and provide staff with adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
- Check that signs and posters are up to remind workers and others of the risk of COVID-19, including reminders about physical distancing, hand washing, sneezing and coughing, and shared/communal items e.g. water stations.

Onsite Activities

- Check that there are signs at entry points to instruct attendees not to enter if they are unwell or have COVID-19 symptoms. It is recommended that the signs include COVID-19 contact information for Queensland Health and a point of contact at the hall. If practicable set up separate exit and entry points to minimise contact.
- Ensure the full name, email address (residential address if email not available), phone number, date of patronage and time of patronage of attendees are recorded at the outset of the gathering, and that the contact lists are retained and provided to Queensland Health if needed for the purposes of contact tracing. Contact details must be retained for of 56 days.
- Personal information collected for the purposes of contact tracing must be securely stored, not used for any other purpose and deleted after 56 days. Further information is available via [Queensland Health](#).
- Anyone who demonstrates symptoms of physical illness must not be allowed into the hall.
- Implement measures to restrict numbers within the premises and ensure an average space of 4 square metres per person or 2 square metres per person for smaller venues below 200 square metres (up to 50 persons as applicable).
- Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for seating and standing areas.
- Remove waiting or entrance area seating, or space any seating at least 1.5 metres apart.



Hygiene and Cleaning

- Ensure staff and attendees are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, are recommended.
- Instruct staff and attendees to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, is recommended.
- Instruct staff to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.
- Reduce the sharing of items, including removing shared books/magazines from common areas.
- Do not offer communal refreshments, including tea and coffee, or water stations, this includes disposable cups and stirrer options.
- Clean frequently touched areas and surfaces before and after each activity with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks).
- Develop a plan to maintain recommended physical distancing measures and hygienic conditions at ablution or washing facilities.

Final Checklist

This checklist is to be completed each time that the venue is utilised.

- All areas frequented by staff and/or attendees have been cleaned with detergent or disinfectant.
- Staff have been instructed to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Staff have been provided with or otherwise have access to sufficient Personal Protective Equipment (PPE) to fulfil requirements outlined in the Industry Safe Plan.
- Frequently touched surfaces are cleaned before and after each activity with a detergent or disinfectant solution or wipe.
- Check there are sufficient waste disposal facilities available in the venue and are emptied regularly.
- Toilet facilities are clean and have a sufficient supply of soap, running water, and paper towels or a hand dryer at all times.
- Toilet and ablution facilities are cleaned regularly, several times per day.
- Adequate ventilation is maintained throughout the hall/space.
- Communal areas have been cleaned in accordance with the [Workplace Health and Safety Queensland COVID-19 Guide](#).
- An individual or team managing these requirements is on site.
- Attendees full name, email address (residential address if email address not available), phone number, date and time of patronage have been noted and recorded (and held for 56 days) for provision to Queensland Health in event of an outbreak.
- Signage on physical distancing, health measures, and movement (e.g. entry/exit) is clearly visible.