

REDLAND DISTRICT COMMITTEE ON THE AGEING

COVID-19 BUSINESS RESUMPTION PLAN AUGUST 2020

Purpose: The purpose of this plan is to identify the actions and procedures which apply when RDCOTA resumes operations following the corona virus lockdown.

Scope: This Business Resumption Plan covers all of the organisation's activities which are overseen by the RDCOTA Management Committee.

Specifically, this document outlines resumption plans for:

1. RDCOTA Office and Seniors Information Plus (SIP) Service
2. Management Committee Meetings
3. RDCOTA Mens group
4. Technology Tutorials
5. Chit Chat Morning Teas
6. Tournament of the Minds
7. RDCOTA Information Stands
8. Hire of RDCOTA facilities
9. Garage Sales
10. Seniors Walk

Resumption plans for each activity will be addressed in the following sections of this document.

General Requirements

1. Safety of RDCOTA's volunteers, clients, visitors and the general public is an absolute priority
2. All of RDCOTA's activities will operate according to the Queensland Department of Health "Framework for COVID Safe Businesses".
3. RDCOTA will comply with the Queensland Government's 'COVID Safe Checklist: Voluntary', and a copy of the completed checklist will be displayed in a prominent place.
4. RDCOTA will take a cautious position with respect to the removal of lockdown provisions, acknowledging that the majority of its volunteers and clients are in the age demographic considered to be 'vulnerable'.
5. 1.5 metre separation will be maintained between individuals, and the 'one person per four square metres' rule will apply
6. Appropriate cleaning supplies and personal protective equipment will be provided. Hand sanitiser stations are provided at key locations within the office.

Approved By: RDCOTA Management Committee	
Date Approved: 11 August 2020	Review Date: 11 November 2020

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1. RDCOTA Office and Seniors Information Plus (SIP) Service

1.1. Office capacity (refer to attachment A)

- The RDCOTA office has an overall capacity of 8 people at any one time
- This includes:
 - A maximum of 4 volunteers and 4 visitors
 - A maximum of 3 people in the Board Room
 - A maximum of 1 person in the kitchen
 - A maximum of 2 people in the Administration area
 - A maximum of 1 person in the Store Room
 - A maximum of 1 person in the Bathroom
 - A maximum of 1 person in the 'President's Office'
- Visitors shall only be permitted in the reception area or Board room

1.2 Hygiene requirements

- The Queensland Government's COVID-19 signage will be displayed at the entry and within the office.
- Floor markings will delimit areas for visitor seating and volunteer work spaces.
- Volunteers must not attend the office if they are unwell.
- No one who has COVID-19 symptoms, or who has been in contact with COVID-19 sufferer, or who has travelled to a designated COVID-19 'hotspot' in the past 2 weeks, or who has travelled internationally in the past 2 weeks will be permitted to enter the office.
- Desks, computers, pens, pencils, remote control devices and telephones will not be shared during a shift.
- Shared books/ magazines / brochures shall be removed from common areas. Visitors requesting newspapers/brochures/booklets must be handed a personal copy to take away.
- Newspaper stand and flags will not be used due to cleaning requirements.

1.3 Register of attendance

- All volunteers and visitors to the RDCOTA office are required to sign an attendance register
- Sign in details must include name, date and time of attendance and current contact details.
- Daily attendance records will be retained for 56 days, and will be kept in a secure location.
- Pens/pencils used for signing in may not be re-used.

1.4 Volunteer Responsibilities

- All volunteers who spend time in the RDCOTA office are required to complete the on-line learning module of Infection Control Training - COVID 19:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

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- Certificates of completion of Infection Control Training must be lodged with the RDCOTA office prior to re-commencement of duties for each volunteer.
- Office and SIP volunteers are required to sign a declaration to acknowledge that they have read and understand the procedures required, and will comply.
- Office and SIP volunteers will undertake the daily cleaning procedures specified at attachment A.
- Volunteers and visitors are required to adhere to health guidelines and social distancing requirements while in the RDCOTA office.
- Disposable face masks are provided for volunteers, and shall be disposed of in the bathroom.

1.5 Office Opening Procedures

- Sign attendance register
- Complete Start of Day Office Cleaning Procedure (refer Attachment A).
- Place a chair outside for visitors to sit at till office is ready.
- Place A frame notice board outside.
- Turn sign over to indicate 'Office Open'
- Front door to remain closed during the day with doorbell to alert volunteers to the arrival of visitors
- If a visitor or volunteer shows signs of Covid symptoms, they will not be permitted to enter the office. The Seniors Volunteer on the premises has the power under the Safe Work Place legislation to request a person to leave the building.
- Perform 'End of Day' Office Cleaning Procedure (refer Attachment A) prior to leaving the building each day.

1.6 Food and Drink Handling

- Volunteers may bring/prepare their own food and beverages
- Cutlery and crockery may not be shared
- Food and beverages may not be prepared for visitors or other volunteers
- Communal refreshments will not be provided.
- Bathroom facility must be used for hand washing. Kitchen facilities may not be used for hand washing.

1.7 Cash Handling Process

- Disposable gloves must be worn when handling cash

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2. Management Committee Meetings
Tbc
3. RDCOTA Mens Group
Tbc
4. Technology Tutorials
Tbc
5. Chit Chat Morning Teas
Tbc
6. Tournament of the Minds
Tbc
7. RDCOTA Information Stands
Tbc
8. Hire of RDCOTA facilities
Tbc
9. Garage Sales
Tbc

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10. Seniors Walk 2020

10.1 Overview

- The 2020 Seniors Walk will be held on Sunday the 16th August commencing at 7.00am at the Donald Simpson Park.
- As this event will involve fewer than 500 people, approval from the Queensland Health Department is not required, provided that a Covid-safe checklist is completed.
- A completed Covid-safe checklist shall be publicly displayed in the RDCOTA office.
- The Covid-Safe 'Field of Play' rules shall apply. This allows participants to walk closer than 1.5 meters if required (during the walk).
- On Walk Day, the RDCOTA office will only be open to a minimal number of volunteers and emergency personnel to manage the walk activities (not more than 4), and for emergency toilet access for walkers. Covid-safe procedures for the office shall apply (refer to section 1).
- All volunteers in the RDCOTA office shall have completed the volunteer training and declaration requirements set out in section 1.4 above.

10.2 Sale of walk registrations

- Covid-safe instructions for walkers will be included in walk registration bags.
- To maintain social distancing, only 1 volunteer at a time shall pack registration bags in the RDCOTA office (following procedures described in Section 1).
- Walk registrations may be processed online. Registrations may be accepted in person, and registration bags may be collected from outside the RDCOTA office.
- Handling of cash shall be carried out according to section 1.7 ie disposable gloves are required for handling cash.
- Purchasers of tee shirts are not permitted to try on tee shirts in the office, nor may tee shirts be returned.

10.3 Pre-walk preparation

- All walk marshals and the designated first aid officer shall receive a pre-walk Covid-safe briefing.
- Assembly points for walkers shall be marked on the grass in the Donald Simpson Park, 2meters apart.
- 'Start of Day' cleaning procedure shall be carried out for the RDCOTA office (Attachment B).
- 'On the day' walk registrations may be accepted according to the procedures set out in 10.2.

10.4 Starting the Walk

- A walk marshal shall direct walkers to assemble in designated positions. There will be no official gathering of walkers or group warm-up at the commencement of the walk.
- Walkers will be sent off in small groups of around 10 people to minimise large groups gathering on the paths.
- There will be no shared microphones or megaphones.

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10.5 During the Walk

- Walk marshals shall maintain social distancing from walkers. Any walker in distress shall be attended to by the designated first aid officer.
- Two toilet stops will be provided for walkers. Toilets will include hand washing facilities.

10.6 Catering

- Tables used for serving food and drinks shall be disinfected prior to setting up. Cleaning products will be available from the RDCOTA office.
- Hand sanitiser will be available at all water stops and catering points.
- Only bottled water will be provided at the designated water stops. Bottles will not be handed to walkers.
- Morning tea muffins will be individually packed in paper bags, to be collected by walkers.
- Morning tea packaged fruit juice and bottles of water will be set out for collection by walkers.

10.7 Walk raffles

- Raffle prizes will be drawn prior to the walkers' return. Winning registration numbers shall be posted on a notice board at the breakfast collection area. Prizes will be collected from outside the RDCOTA office.

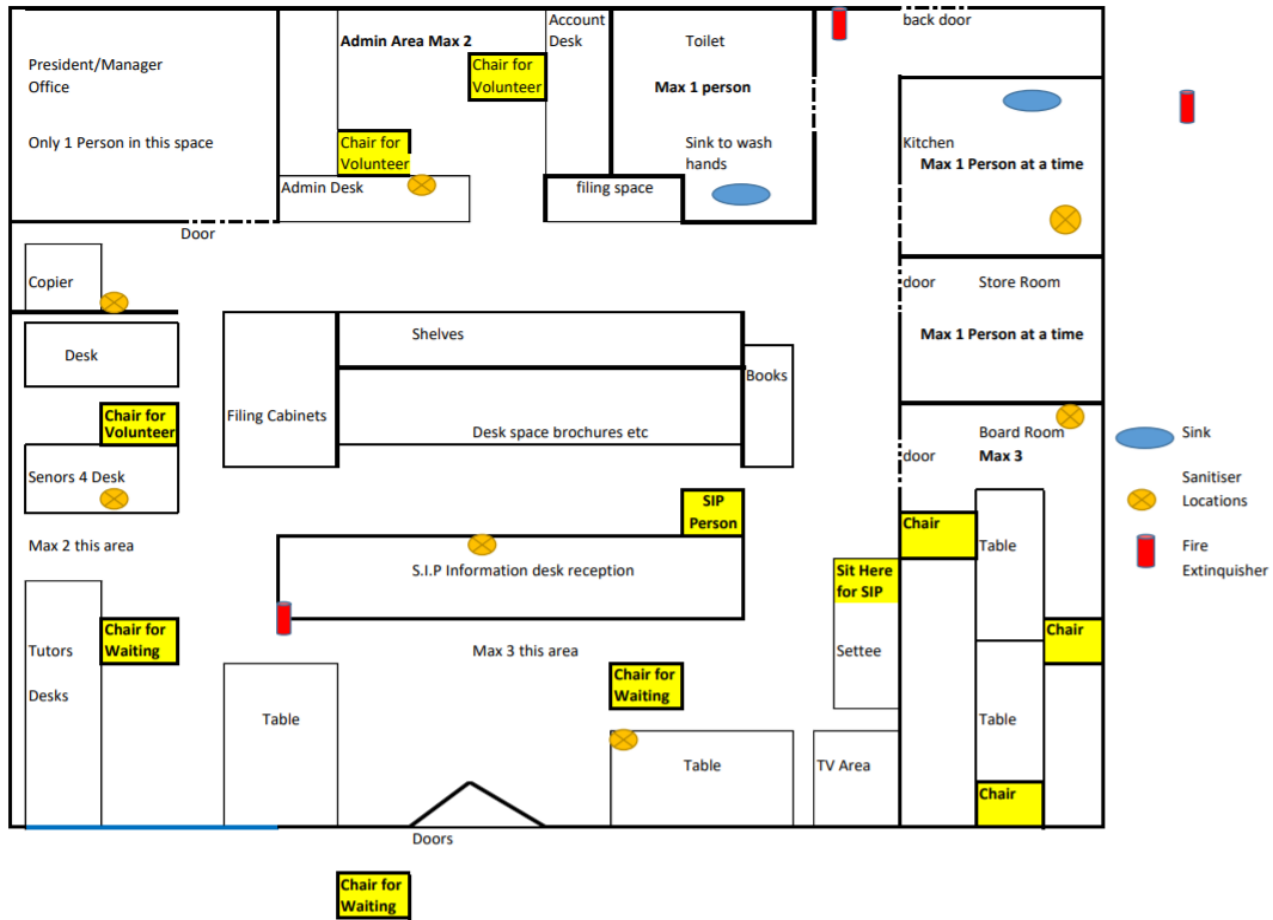
10.8 On completion of the walk

- Serving tables shall be sanitised and returned to the Donald Simpson Community Centre
- RDCOTA office shall be cleaned according to 'End of Day' cleaning procedures (Attachment B).
- Marshal's safety vests shall be recovered and laundered in hot water, before returning to the office.

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ATTACHMENT A– RDCOTA Office Capacity



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ATTACHMENT B– Daily Office Cleaning Procedures

At start of day

- 1) Use disposable wipes to clean all telephones, keyboards, mouse, pens, pencils and desktop.
- 2) Use disposable wipes to clean photocopier and air-conditioner remote controls.
- 3) Use Spray & Wipe disinfectant to clean door handles including stationery cupboard, tabletops, filing drawers, keys and light switches. Leave for 10 minutes and clean with damp cloth.
- 4) Check Hand Sanitiser and refill if required.

During the day

- 1) Visitor chairs to be cleaned after each use

At end of day

- 1) All used cups, cutlery etc to be washed with dishwashing liquid, rinsed then left to air dry at the end of each day – do not use tea towels.
- 2) Wipe down kitchen bench tops and wash down sink
- 3) Wash down bathroom sink. Use Spray and Wipe or disinfectant wipes on toilet seat etc before closing
- 4) All bins to be double bagged. Remove rubbish daily and place in outside bin for disposal Put in new bag.
- 5) Use spray detergent or disposable wipes to clean door handles, tabletops, filing drawers, keys and light switches
- 6) Spray chairs used during the day with antiseptic spray & wipe down hard surfaces.
- 7) Wipe down A frame notice board with disposable wipes.
- 8) Clean all used visitor pens/pencils
- 8) Turn over & wipe down 'Office Open' sign.