

Job's Daughters Queensland COVID Safe Plan



Meeting Place address: _____

Bethel Guardian contact details _____

Bethel Meetings and Social Activities

1. Bethel Guardians must install the following signage
 - [Welcome Back Sign](#) front door
 - [Hand washing](#) - Bathroom and Kitchen areas
 - [Stop the Spread](#) Poster
 - [Entry and Exit Door Signs](#) for buildings/rooms with 2 entries
 - [Max Capacity Poster](#) showing the maximum number of persons allowed inside the building.
-To calculate the number of people allowed in each room use the 4 sq. m rule.
For Rooms 200sqm and less apply the 2sq.m per person rule with a maximum of 50 people.
2. Place Welcome Back Sign, Sign in Sheet, and Sanitiser at front door. Attendance/Sign in Sheet must be filled out on arrival and is different to the JDI Attendance Book with forms kept for 56 days.
3. [Social distancing guidelines](#) must always be adhered to as per the Queensland Government Guidelines.
4. Bethel Guardians must follow the [JDIQLD COVID19 Bethel Guardians Checklist](#) every time they meet with their Bethel members.
5. Model good hygiene: washing hands, sneezing and coughing into elbow.
Where social distancing is not practical, limit contact to hands. Ensure members hands are washed with soap and water or hand sanitiser before and after each interaction.
6. The [Cleaning and Social Distancing Checklist](#) must be completed by an Executive Bethel Guardian Council Member **every** meeting before Members arrive.
7. Use paper towels for hand drying. All handtowels and tea towels MUST be removed.
8. Recommend Members to bring their own water bottles
9. Food preparation surface must be cleaned pre, during and post cooking, and social distance in the kitchen area. Food safe gloves must be worn while preparing and serving food. Hand washing before and after eating is essential. No buffet style festive boards with shared cutlery/utensils.
10. Coin March to be offered in an electronic/cashless form or temporarily stopped.
11. If taking money donations for raffles, fundraising or installation meals the recommended preference is electronic payment (e.g. Direct Debit, Tap&Go, ApplePay, etc.) or other non-touch options. - If contactless payment is not an option, ensure that CAV handling money are wearing disposable gloves while doing so.
12. Members are not permitted to attend if they have the following symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
Or if they are awaiting the results of a COVID-19 tests or have been in contact with any known or suspected cases of COVID-19 in the past 14 days

This plan and [risk management](#) document to be kept on site and available for Members to view.

JDIQLD JGC 1 July 2020



Cleaning for Bethel Meetings in Lodge Rooms or Hired Halls

Please also refer to the [Safework Australia](https://www.safeworkaustralia.gov.au/) website for guidance on cleaning.

Cleaning should take place before the meeting starts and after.

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes and touches surfaces. A combination of disinfection and social distancing is most effective in containing the COVID-19 virus.

Cleaning and disinfection:

- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

How do I clean?

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitizer.
- Thoroughly clean surfaces using detergent and water or disinfectant wipes. Always clean from the cleanest surfaces to the dirtiest surfaces.
- If using non- disposable cloths, ensure they are laundered and dried before reusing.

What areas should I focus on?

- Frequent use areas are a high priority for cleaning and if you have a lot of traffic, you may want to clean some areas more often than stated above. Frequent areas include: Light switches, Door handles, Cupboard handles, Toilet cubicles and basins, Tables and chairs, Bethel paraphernalia

What should I use to clean?

There are a variety of disinfectants which we use around our homes in normal circumstances which can also be used for COVID cleaning, e.g. Pine-o-clean, hospital grade disinfectant wipes

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the [Safe Work Australia](https://www.safeworkaustralia.gov.au/) SDS page. Use gloves and safety glasses as recommended.

How should I clean?

- Carpets need to be vacuumed.
- Hard floors need to be mopped unless you have a steam mop you can use instead
- Wear gloves
- Use a spray bottle to apply disinfectant and leave the disinfectant to dry on the surface
- Use a damp cloth to scrub and wipe hard surfaces, let the disinfectant evaporate.

JDIqld JGC 1 July 2020

