

COVID-19 SAFETY MANAGEMENT PLAN

Please fill out details below of planned RLCC Meeting or Activity for Council submission & approval:

Activity: Host Name/s:
 Date: Time: Address:

PHYSICAL DISTANCING REQUIREMENTS: The room needs to allow 2sqm of space per person. Measure width & breadth of the room (m2), then divide by 2. Accounting for furniture items, attendees will also need 1.5m of social distancing space between them.

Size of room (m2): Guest capacity of room (m2 ÷ 2):
 Number of invited guests: Are social distancing needs met in the space? Yes No

HYGIENE & CLEANING:

Will the room (including any bathroom facilities) be cleaned prior to activity? Yes No
 Is hand sanitiser available for arrival & departure? Yes No
 Are hand washing facilities available (preferably liquid soap & disposable towels)? Yes No
 Are tissues & waste facilities available? Yes No

CONTACT TRACING:

I have the RLCC Sign-In Registry Form & will collect all details from each attendee Yes No
 Will any vulnerable persons be attending? Yes No
 If so, have they signed an RLCC Acknowledgement of Risk form? Yes No

FOOD:

Will single serving/takeaway type food only be provided? Yes No
 If non-disposable cutlery & crockery will be used, is a dishwasher available? Yes No

If I, or another occupant of my household is unwell, the activity will be cancelled
 I will tell the attendees that if they are unwell, they should not come
 If an attendee becomes unwell during the activity, they will be directed to leave

Signed:

Dated:

OFFICE USE ONLY

Date:

Initials: