

This COVID-19 safe plan contains the necessary controls, conditions and procedures to minimise the likelihood of infection and transmission of Covid-19 at our indoor and outdoor events.

Our objective is to provide and maintain a healthy, safe and virus free environment our members.

This plan has been sourced from the Queensland Health Authorities Covid-19 Safe Event checklist for holding events. It is a condition of entry that all members and visitors must abide by the Covid-19 safe plan.

- The Dept of Health confirm we are able to convene meetings in accordance with Covid-19 Stage 3 restrictions. As the expected number of members to our events is generally less than 50, it is not necessary to lodge Covid-19 Safe Event Plan with the Department of Health.
- The Committee will obtain the necessary approval from a venue to hold an event. We will check the venue has a Covid-19 plan in place and present our Covid-19 plan to the venue, if requested.
- The Committee will obtain from the venue of the maximum number of persons allowed in the venue.
- Key staff who are responsible for implementing and reviewing strategies in the Covid-19 Safe Plan are the President and Treasurer of the club, Rob Zanchetta and Glenda Stroud. Other committee members will take part in facilitating implementation on the day.
- A copy of the signed checklist will be available if requested by the Queensland Department of Health enforcement officer on the day of any indoor or outdoor event.
- Key messaging will be on our website that people must not attend if they have Covid-19 symptoms or are feeling unwell prior to the date of the event.
- Signs will be placed at strategic points to instruct attendees not to attend if they are unwell.
- We will disseminate information about public health at the event
- We will ensure signs about public health measures are maintained and visible

ATTENDANCE

- Members must sign in with the Treasurer or the approved Committee Member on arrival at any indoor or outdoor event.
- At sign-in, all members and visitors will undergo screening questions.
- The number of persons coming inside a venue will be monitored so as to not exceed the maximum required.
- For outdoor events, the Queensland Department of Health restrictions apply and our Covid-19 plan will be adjusted with the lifting of restrictions. Under current restrictions only 10 people can gather in a public space.
- If a member is unwell or has recently visited a Covid-19 hotspot or place listed in the Queensland Health Contact Listing, they will be refused entry.
- **The HWS-SEQ Inc Committee reserve the right to deny entry to anyone presenting with flu like symptoms or feeling unwell. Such members and visitors will be asked to leave the area immediately.**

CONTACT TRACING

- The Member's register has been adjusted to meet the Covid-19 requirements for contact tracing.
- The register will be stored securely with our Member Attendance sheets

HISTORICAL WIRELESS SOCIETY OF SOUTH EAST QUEENSLAND INC
COVID-19 SAFE PLAN FOR INDOOR AND OUTDOOR EVENTS

CONTACT TRACING cont. • The register will be produced to the Queensland Department of Health upon request.

PHYSICAL DISTANCING

- Members must maintain the requirement of physical distancing of 1.5 metres at all times.
- Members must not gather around auction/sale tables without the necessary physical distancing.
- If you are unable to physically distance the Queensland Health department recommends using a mask.
- For outdoor events such as a boot sale, all cars must be parked with adequate space apart to meet distancing requirements.

HYGIENE

- Members must practice and promote personal hygiene.
- Sanitiser stations will be set up around the venue with alcohol-based hand sanitiser.
- Bring items that you require for the meeting such as your own water bottle, refreshments (including coffee/tea), cups, pens and any other items.
- Members should not share any items
- Sanitised pens will be available from the Treasurer, if required.
- Hand washing should be done frequently and take at least 20-30 seconds. Signage of method will be set up in the venue.
- Bring change for auction fees/purchases of donated club items and place the cash directly into the Treasurer's money tin, upon request, rather than into the Treasurer's hand.
- Wash/sanitise hands thoroughly after handling notes or coins.
- Cough or sneeze into your arm or tissues (not hands)
- Limit touching of your eyes, nose or mouth
- Cleaning and disinfection to be done regularly to any surface that may have been touched by multiple persons e.g. tables, radios. Disinfectant wipes will be available.
- Disposable gloves are only to be used for single use.

HEALTH

- Any member who feels unwell, with cold or flu symptoms- fever, cough, runny nose, sore throat should stay at home.
- If a member becomes unwell during the event with fever, cough, sore throat, or runny nose, they must leave the event immediately and seek medical attention to ensure it is not Covid-19.
- **Any positive test to Covid-19 likely to affect the club members is to be reported to the Committee immediately.**

**Plan authorised on behalf of the Historical Wireless Society
of South East Queensland Inc**

**Glenda Stroud
Treasurer**

Dated 6th September 2020