

## **COVID 19 SAFETY PLAN FOR CAIRNS MINERAL & LAPIDARY CLUB INC**

**SIGNAGE:** Signage will be displayed at the entry and exit doors and will provide relevant information to reinforce hygiene procedures as in the Handwashing 12 step guide as per the Queensland Health stop the spread of germs and the Environmental cleaning checklist. Signage will be placed over the wash basin explaining the required hygiene practises. Signage will also be placed at entry to work rooms on, tables, counters etc to remind members of their duty of safety to themselves and all other club members

**SANITISERS:** A pump sanitiser bottle will be at the entrance and exit doors and members will be required to use these before entering and exiting the club. Spray sanitisers and paper towels will be at all workstations and other locations around the club.

**SANITISING WORKSTATIONS:** Members must bring their own wipes if using an electrical machine. Each person will be required to clean and sanitise their machine, work station, tools, chair and any other implements used when finished before another person takes over. Wipes & paper towels must be disposed of in the bin provided which will be emptied after each session. SHOP AREA: Counter, computer, printing machine and any other items utilised will be sanitised before and after morning session and repeated at the afternoon session by the person manning the shop at the time

**KITCHEN:** At this stage the kitchen will not be functional for anything other than supply of hot water, coffee, tea and disposable coffee cups (no biscuits). Club's crockery cups/plates are not to be used. It would be preferable for Members to bring their own cup, plate, cutlery, food, water containers and wash them straight after use and put them back in their bag. The refrigerator will be available for own food storage and club softdrinks. All working surfaces, taps, urn, fridge door and door handles must be sanitised before and after morning session and repeated for the afternoon session. Bin will be lined with plastic liners and all rubbish disposed of appropriately at the end of each day

**TOILETS** are to be sanitised before and after the morning session. A different Covid Safety Officer will repeat the sanitising process at the end of the afternoon session.

**COVID SAFETY OFFICER:** A different duty officer each session will be assigned to oversee all sanitising, distancing and registration forms.

CONTACT DETAILS: Email [cairnsmc@gmail.com](mailto:cairnsmc@gmail.com) PH: Michael Hardcastle (President) 0450 185 250

OR Jan Hannam (Secretary) 0417 746 630