|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Community Organisation readiness checklist | | | ✓ | X | Actions required | | Date | |
| H&S plan | Work with staff to review and update your health and safety plan to reflect public health requirements**,** emergency management and first aid provision – (This link takes you to WorkSafe safety plan advice) [COVID-19 safety plan page](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/your-covid-19-safety-plan/) |  | |  |  |  | |
| Staffing and volunteers | Who is working onsite and offsite has been agreed / staff provided with alternate duties if needed |  | |  |  |  | |
| Supports in place for staff working from home |  | |  |  |  | |
| Staff who will be onsite have been briefed about requirements to manage:   * Minimum physical distancing requirements (1m) * Hand hygiene * Monitoring for COVID-like symptoms * What to do if they believe someone is unwell * Who onsite, has first aid responsibilities * What to do in an emergency * Roster to supervise arrivals and departures, breaks and lunch times (including managing early arrivals and late departures by some students) |  | |  | For example - Under level 2 reinforce:  1-meter social distancing  Regular hand washing  Regular cleaning of door handles, slight switches, kettle handles, taps, joint equipment like copier/printer  No-one who feels unwell to be on-site |  | |
| Plan in place for staff meetings and support, that doesn’t require everyone on site |  | |  |  |  | |
| System for providing back up and relief for staff, so they can take breaks |  | |  |  |  | |
| Property and transport | Completed site inspection, checking all buildings and grounds before opening to ensure safety of staff, volunteers and any visitors. |  | |  |  |  | |
| Transport in place as needed |  | |  | Yes/No/NA |  | |
| Cleaning, maintenance and other contractors have been contacted and briefed on health and safety requirements, visitor register process etc |  | |  |  |  | |
| Cleaning schedule in place and cleaners have materials they need |  | |  |  |  | |
| Hygiene and physical distancing | Hand sanitiser available |  | |  |  |  | |
| Hand sanitiser in reception, bathrooms (or use soap and water) and in common areas or offices |  | |  |  |  | |
| Posters up promoting good hygiene, good cough/sneeze etiquette and physical distancing – see [COVID19.govt.nz website](https://covid19.govt.nz/resources/posters/) for posters |  | |  |  |  | |
| Offices are laid out so that physical distancing of at least 1 metre can occur, including room for other staff/volunteers to move through the office |  | |  |  |  | |
| Where safe to do so, doors are wedged or latched open |  | |  |  |  | |
| Staggered starts and finishes in place to manage congestion |  | |  |  |  | |
| Break times are staggered |  | |  |  |  | |
| Roster to supervise break times (to encourage physical distancing) |  | |  |  |  | |
| Visitors | Your visitor process is clear including:   * Register to support contact tracing * Ways to manage congestion – one in and one out / clear markings for where people can stand * Signage at the gate/door encouraging only essential visitors to come on site, where they need to go to, and to keep a 2 metre distance |  | |  |  |  | |
| Contact tracing | Contact tracing – timetable, attendance system and visitor register will allow you to identify who was on site at a particular time or on a specific day and who they had contact with |  | |  |  |  | |