



NAME OF MINISTRY/BUSINESS

DATE

GATHERING AND PHYSICAL DISTANCING

Think about how people move and interact while in the place of business. How will you maintain / monitor gathering and physical distancing requirements?

- Review the table below and write down how you will approach what needs to be done
- Review the Safe Work Australia [Physical distancing checklist](#)
- Print and prominently display [signs and posters](#) to encourage safe behaviours

What do you need to do?	How and/or who will do it?	When will you do it?	What supplies do you need?
Calculate the area of the room and divide by four (4) to determine the maximum number of people permitted to gather in the space. Allow each customer 4 square metres of space .			
Consider physical, distance or other engineering controls, such as screens, to protect staff and customers at social interaction points.			
Monitor and control the number of customers in your premises at all times.			
Put systems in place, such as clear queue markers outside your premises and at checkouts and counters, to help keep your customers comfortable.			
Position signs/posters prominently to indicate maximum number allowed in each room and/or where to stand. Display posters in community languages where appropriate.			
Establish one point for entering and a different point for exiting (if possible)			
Change rooms are allowed. Cleaning after each use should be maintained.			
Minimal seating is allowed subject to physical distancing restrictions but must be regularly cleaned.			
Keep entrance doors open to reduce contact			

CLEANING & INFECTION CONTROL

Cleaning and disinfecting surfaces are the most effective ways of removing the COVID-19 virus from your premises.

- Review the table below and write down how you will approach what needs to be done
- Review the Safe Work Australia [Hygiene Checklist](#)
- Print and prominently display [signs and posters](#) to encourage safe behaviours

What do you need to do?	How and/or who will do it?	When will you do it?	What supplies do you need?
Have a cleaning and disinfecting schedule in place at regular intervals throughout the day			
Have hand sanitiser near the entrance of your store, at the cash register and next to any other high-contact points such as shopping baskets and trolley collection areas. (Make sure hand sanitiser is at a height and in a position where it cannot be reached by small children.)			
Display good hygiene behaviour posters, particularly in toilets.			
Pay particular attention to cleaning all high contact areas such as: <ul style="list-style-type: none"> • doors and handles • point of sale devices • counters and displays • kiosks • trolleys and shopping baskets • lifts – interior and exterior call buttons • handrails on stairs and escalators. 			
Consider going cashless: Encourage cashless transactions such as tap and go, to reduce contact			
Maintain good cross ventilation (open doors / windows)			
Decide who is responsible for cleaning thoroughly and at regular intervals, noting that volunteers over 60 should not be engaging in infection control			
Review the Safe Work Australia Hygiene Checklist - is there anything else that can be done to support maintaining good hygiene practices?			

STOCK CONTROL & DONATION POINTS

Managing the delivery and drop off of stock to a retail shop/op shop.

- Review the table below and write down how you will approach what needs to be done
- Procedures for receiving, processing and storing donations
- Review the Safe Work Australia [Hygiene Checklist](#)
- Print and prominently display [signs and posters](#) to encourage safe behaviours

What do you need to do?	How and/or who will do it?	When will you do it?	What supplies do you need?
Have signage available for contactless drop off of stock			
Set up donation cages/ tubs for customers to leave donations			
Display good hygiene behaviour posters, particularly at drop off points.			
Maintain hygiene practices while processing stock: <ul style="list-style-type: none"> • Use disposable gloves • Wash hands regularly 			
Display signage at drop off points regarding donations			

GENERAL CLEANING

Think about your cleaning practices. Are there enough supplies? How will frequently used and high touch areas / equipment be cleaned before and after each gathering?

- Review the table below and write down how you will approach what needs to be done
- Review the Safe Work Australia [Cleaning Checklist](#)
- Record anything else that might be appropriate for your church to do
- Print and prominently display [signs and posters](#) to encourage safe behaviours

What do you need to do?	How and/or who will do it?	When will you do it?	What supplies do you need?
Keep entrance doors open to reduce contact			
Make a list of what needs to be cleaned and how it should be cleaned - How and what to clean			
Decide who is responsible for cleaning thoroughly before each event, in between events, if multiple services are being held on the same day after each event.			
Make arrangements to more regularly clean/wipe down high touch surfaces (e.g. floors, door handles, lecterns, toilets, seats, table tops, kitchen surfaces, cupboards, desks, light switches, taps, remote controls, sanitizer dispensers, microphones, etc)			
Consider how you will safely store and maintain adequate cleaning supplies.			
Review the Safe Work Australia Cleaning Checklist - is there anything else that can be done to maintain good cleaning practices?			