

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply

ACTION - Upon arrival at Federation Estate RFNC members will be asked not to enter the foyer or meeting room unless there is sufficient space to ensure 1.5 metre social distancing.

Federation Estate has signs on display regarding social distancing and room capacity. Hand sanitisers are provided on entry to the building.

QR code electronic registration will be required by all members attending the meeting. There will be members available to help with this. Signage for QR codes are provided by Federation Estate.

Hand sanitisers will be provided on entry to the meeting room.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

ACTION- Seating within the room will be arranged such that they will be suitably spaced at 1.5 metres apart.

Members will be asked to enter the room and proceed directly to a seat and remain in their seats for the duration of the meeting.

The room 4 has a capacity of 50 with the 2 square metre rule applied.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising.

ACTION- All members will receive notification of the Covid Safe Plan prepared for Federation Estate regarding social distancing, mask wearing, hand sanitising and the need for QR code registration.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.

ACTION - All members must carry an appropriate facemask at all times.

Wear an approved fitted facemask if physical distancing is not practicable or possible.

Depending on the current public health advice members may have to wear the mask when entering the building and during the meeting.

Current Information will be provided to our members regarding the wearing of masks to our meetings via email.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant

ACTION - Chairs and high touch areas will be cleaned before and after the meeting using appropriate cleaning products.

A cleaning log will be filled in before and after the meeting with times and dates recorded. Hand Sanitiser is provided at entry to meeting room and members will be reminded to use it. Stay safe by washing your hands regularly and coughing or sneezing into your elbow.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

ACTION - Everyone will be reminded not to attend if unwell and encouraged to get tested before they attend the meeting.

If anyone has a positive Covid test and been in contact with members of RFNC then contact any committee member. A group email will be sent to all members advising of a positive test and asking members to get tested.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action- RFNC will keep attendance records for our meetings.