NT COVID-19 Community Business and Organisation Checklist

*User* Guest

*Generated* 21/05/2020 5:06:51 PM

|  |  |
| --- | --- |
| Organisation or business  name | ThunderLAN |
| Owner name or site manager | Rhys Boehm |
| Phone number | 0408 628 834 |
| Email address | thunderlan@outlook.com |
| Street address | OLSH Marian Centre, Sadadeen Rd |
| Suburb | Sadadeen |
| Postcode | 0870 |
| Australian Business  Number (ABN) | N/A |
| Provide a short overview of what your business or organisation does | An event for the public where they can bring their computers, gaming consoles etc and play video games and socialize together. we have food and drinks supplied for all entrance.  Event dates 25th of July, 19th September, 14th November. times are from 12:00 to 00:00 |

Workplace

|  |  |
| --- | --- |
| Have you provided education on physical distancing to staff? | Yes |
| Have you provided clear guidance on physical distancing to customers? | Yes |
| Can physical distancing be managed in staff and common areas? | Yes |
| Have you considered the use of technology to assist with physical distancing where possible (for example ordering online)? | Yes |
| Will physical distancing be managed as part of any delivery service? | This is not relevant |
| Will physical distancing be managed when  delivering or picking up goods? | Yes |
| List the measures you will use to manage physical distancing | Tables for each member to be setup in such a way that when seated there is at least a 1.5m distance between people.  where members bring racing simulators markers will be put on floor and staff will ensure that distancing between simulators are maintained to make sure correct physical distancing is kept.  Counter on toilet doors to ensure a physical distancing rule can be kept with the amount of patrons inside.  where a queue is required, markers to be placed on floor to ensure correct distancing, and ability to exit toilets safely.  Both toilet blocks can be opened if required.  More doors be open to enter and exit the event. Separate doors for exit and enter.  Rules to be posted on advertising media and message sent to all members to advise of physical distancing measures and requirements of Covid 19. |

Hygiene

|  |  |
| --- | --- |
| Have you provided education or information on COVID-19 hygiene protocols and practices to staff and volunteers? | Yes |
| Have you provided guidance on COVID-19 hygiene protocols and practices to customers? | Yes |
| Do you have adequate supplies of cleaning and sanitiser products? | Yes |
| Can your staff and customers wash or sanitise their hands regularly? | Yes |
| Have you identified high touch surfaces (for example door handles, service counters) and increased your regular cleaning schedule? | Yes |
| Do you have adequate waste management  facilities including rubbish bins? | Yes |
| List the measures you will use to manage hygiene | People use hand sanitizer when entering the event.  hand sanitizer be available throughout the complex.  Wash and sanitize hands after using bathroom facilities, before collecting food, drinks and handling money.  Doors handles and rails be whipped down regularly.  Chairs and tables whipped down before and after event or when used for another purpose.  Shared infrastructure (network switches, servers, etc) be whipped down regularly.  Staff use gloves when serving food/drinks or money and sanitize before and after.  Members line up on markers and collect food/drinks served onto a disposable plate.  Napkins and disposable cutlery to be available.  New members ask to download membership form and submit via email or sanitize before and after filling out the form |

Staff

|  |  |
| --- | --- |
| Have you provided education or information | ThunderLAN |
| about COVID-19 transmission and symptoms to staff? | Rhys Boehm |
| Do you have protocols for staff to not attend work if unwell? | 0408 628 834 |
| Have you provided direction to staff to seek medical advice if they have symptoms of COVID-19? | thunderlan@outlook.com |
| List the measures you will use to manage the health of your staff | Forms be filled out by volunteer/staff just before work starts to diagnose if they have COVID - 19 or show symptoms.  Forms to be handed to event committee member and stored in a location on site, before commencement of work.  If sick or showing sign of symptoms to not attend the event, go home and seek medical attention.  If medical advice has been seen, the outcome is to be advised to event committee.  Gloves to be worn when serving food or drink and money. Sanitize before and after handling. |