

# COVID-19 Member Site and Activity Readiness Checklists:

## *Member Meetings*

### What do the checklists cover?

***The COVID-19 Member Site and Activity Readiness Checklists (the 'Checklists') apply to all face-to-face member run activities. There are different checklists covering different types of activity.***

***The right Checklist must be completed by a member group before they undertake any face-to-face activity.***

For the purposes of this document:

- **'Activity'** is defined as a gathering that is organised and run by Red Cross members (including a branch, unit or club) for (a) just that group (such as a branch meeting) or (b) including others (such as shops, services, community events and hall hire).
- **'Site'** is defined as any location used by a Red Cross members (including a branch, unit or club) where a regular activity occurs (such as a branch run store or tea rooms, a service such as MEHS or accommodation). A 'site' also includes venues that branches meet at or use to host events.

The COVID-19 Red Cross Member Guidelines for the Safe Return to Member Run Activities (the 'Guidelines') provides information to support the completion of the Checklists. Please read the Guidelines (available at [www.redcross.org.au/get-involved/connect/membership/membership-resources](http://www.redcross.org.au/get-involved/connect/membership/membership-resources)) before completing this Member Meetings Checklist.

You need only complete the relevant Checklist once for an activity, unless something changes. For example, you need only complete this Member Meetings Checklist once for member meetings, unless there is a change in the place where you are having your member meeting, or a significant change in the number of people attending.

### Who is responsible for completing this checklist?

***A member must be appointed 'Activity Lead' by the group, and take responsibility for coordinating all necessary actions prior to the member activity commencing, including completing and submitting the Checklist to your Mobilisation Hub.***

A member, usually an Office Bearer or Coordinator must be appointed 'Activity Lead' by the group and take responsibility for:

- ensuring the member activity being planned is compliant with the Guidelines and
- working with other members to prepare the site for the safe return of their members, volunteers and community members

Before any member activity can go ahead, the Activity Lead MUST:

1. Review and fully understand the Guidelines.
2. Complete the Checklist below **at least one week prior** to the proposed activity and send it to your Mobilisation Hub – see contact details below.
3. Receive approval from your Mobilisation Hub – it is important that no member activity commences until it has been approved.

The Checklist should be completed and returned to your relevant Hub who will:

- support you, and link you to additional support from the local WHS consultant/ National WHS Unit, People and Culture and Property teams
- provide Hub/ Director sign off for the activity to go ahead

Completion and submission of the Checklist by the Activity Lead, and sign off of the Checklist by the Mobilisation Hub is compulsory before any member activity can be undertaken.

If you have any questions about the Guidelines, the Checklists or the role of Activity Lead, please contact your State/ Territory Mobilisation Hub in the first instance.

State	Email	Phone
New South Wales	<a href="mailto:nswmembership@redcross.org.au">nswmembership@redcross.org.au</a>	1800 833 489
Australian Capital Territory	<a href="mailto:actmembership@redcross.org.au">actmembership@redcross.org.au</a>	1800 833 489
Victoria	<a href="mailto:vicvolunteer@redcross.org.au">vicvolunteer@redcross.org.au</a>	1800 833 489
Queensland	<a href="mailto:QLDVOLUNTEER@redcross.org.au">QLDVOLUNTEER@redcross.org.au</a>	1800 833 489
South Australia	<a href="mailto:savolunteer@redcross.org.au">savolunteer@redcross.org.au</a>	1800 833 489
Tasmania	<a href="mailto:tasvolunteer@redcross.org.au">tasvolunteer@redcross.org.au</a>	1800 833 489
Western Australia	<a href="mailto:wavolunteer@redcross.org.au">wavolunteer@redcross.org.au</a>	1800 833 489
Northern Territory	<a href="mailto:NT_VOL@redcross.org.au">NT_VOL@redcross.org.au</a>	1800 833 489

### Member Meeting Checklist

Branch Name	
Address [where activity is taking place]	
Activity Lead Name	
Phone Number	
Signed	
Checklist completion date	

General	Complete
<i>The following apply to ALL in person member activities irrespective of what and where they are. This MUST be completed.</i>	
✓ <b>Activity Lead has been appointed</b>	
✓ All members, and anyone else involved in any activity is <b>across the Guidelines</b> . Please email a copy of the Guidelines to everyone in your branch, or talk through it with members over the phone.	
✓ Check the activity <b>complies with your local state or territory requirements</b> Please check in with your Mobilisation Hub if you need support to access this information.	
✓ All members, and anyone else involved in any activity have been asked to <b>stay home if they feel sick</b> , are coughing, have shortness of breath or a fever.	

<ul style="list-style-type: none"> <li>✓ If taking place in one room the <b>activity is for no more than two hours</b> (excluding shops, tearooms and services).</li> </ul>	
<ul style="list-style-type: none"> <li>✓ <b>Hand sanitiser</b> will be available and bathrooms will have <b>soap/hand wash</b> and paper towel.</li> </ul>	
<p>All members, and anyone else involved in any activity have been asked to:</p> <ul style="list-style-type: none"> <li>✓ Practice <b>verbal greetings only</b> and avoid physical contact with others.</li> <li>✓ Respect <b>sneezing and coughing etiquette</b> e.g. sneeze or cough into your elbow or a tissue, dispose of the tissue in a rubbish bin and wash your hands immediately after</li> <li>✓ <b>Wash their hands regularly</b> with water and soap or a hand sanitizer and use paper towels if available.</li> <li>✓ <b>Try not to touch surfaces</b> touched by several peoples (e.g. tables, light switches, toilet doors). If you do, try to use a paper towel/tissue, and discard it in a closed bin, and/or wash your hands afterwards.</li> <li>✓ <b>Keep a pen with them</b> in order to avoid having to use a shared pen.</li> </ul>	
<ul style="list-style-type: none"> <li>✓ <b>Windows will be opened</b> as much as possible to allow regular fresh air through.</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Ensure that comprehensive cleaning takes place, and is done safely by members/ volunteers or by a professional cleaner. This includes: <ul style="list-style-type: none"> <li>- Ensure any areas frequented by members or others (e.g. visitors to your premises) are <b>cleaned at least daily</b> with detergent or disinfectant.</li> <li>- Instruct <b>members/ volunteers to wear gloves</b> when performing cleaning duties and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.</li> <li>- <b>Clean frequently touched areas and surfaces regularly</b> with a detergent or disinfectant solution or wipe. <i>This includes elevator buttons, handrails, tables, counter tops, door knobs, fridge doors, sinks, sink taps, photocopiers and microwave ovens.</i></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>✓ <b>If someone becomes ill with suspected COVID-19</b> after your member activity you will inform your Mobilisation Hub and/ or email the WHS team via <a href="mailto:NAT_WHS_UNIT@redcross.org.au">NAT_WHS_UNIT@redcross.org.au</a>.</li> </ul>	
<p><b>Physical Distancing</b>  <i>The following apply to ALL in person member activities irrespective of what and where they are. This MUST be completed.</i></p>	<b>Complete</b>
<ul style="list-style-type: none"> <li>✓ <b>Arrange the space</b>, including by placing markings on the floor, to ensure physical distancing measures* are adhered to.   <i>*four square metres of space per person and maintaining a physical distance of at least 1.5 metres from others</i></li> </ul>	
<ul style="list-style-type: none"> <li>✓ <b>Tables and chairs have been moved apart</b> to comply with physical distancing requirements.</li> </ul>	
<ul style="list-style-type: none"> <li>✓ The <b>maximum number of people</b> who can be at the activity (based on the size of the venue or site) has been determined. Please state below: <ul style="list-style-type: none"> <li>- how many people can attend this activity at one time _____</li> <li>- how you have calculated* that number   _____</li> </ul> </li> </ul>	

* Determine how many square metres the space is, and then divide by the allowed space per person. A venue you are hiring should provide you with this information.	
✓ Contacted the venue if not a branch run site (eg community centre) and are satisfied that they have <b>appropriate measures in places to support physical distancing</b> (including marked up areas, signage and maximum numbers).	
✓ A person has been nominated to be responsible for: <ul style="list-style-type: none"> <li>- ensuring <b>no more than the maximum allowed number of people</b> are in the space at any time</li> <li>- <b>ensuring everyone is occupying 4m<sup>2</sup> of space per person, and</b></li> <li>- <b>keeping everyone the required 1.5 metres distance apart</b></li> </ul> Please refer to your local state or territory requirements to confirm spacing requirements.	
<b>Member Group Meetings</b> <i>This applies to any meeting organised by the branch, unit or club.</i>	<b>Complete</b>
✓ The <b>'General' Checklist</b> above has been completed	
✓ The <b>'Physical Distancing' Checklist</b> above has been completed	
✓ Have you considered <b>holding meetings via Teleconference, Skype/Zoom</b> rather than gathering in meeting rooms? <i>This is particularly important if any of your members are at greater risk of serious illness due to COVID-19.</i>	
✓ Have you considered <b>having the meeting in a larger space or outside?</b>	
✓ <b>Limit the number of people that are physically attending</b> the meeting to a minimum to ensure physical distancing parameters are adhered to.	
✓ <b>Ensure all meetings attendees' names are recorded</b> in an attendance register for future tracing purposes. This attendee list needs to be kept for one month.	