

These procedures will assist you to implement social distancing health and hygiene measures at your group and do a review of your facilities to ensure a safe and infection free social group as much as possible.

Social Distancing

No more than 13 people total are permitted in the group areas at any one time. This includes 10 participants and 3 total staff, any visitors or parents. Do not permit more than 13 in the group area at any time give priority to participants and staff only.

1. Overall distancing one person per 4 square metres

- Ensure everyone in the group is spaced at 1.5 metres apart and a total of one person per 4 square metres. The total number of 13 people has been calculated on the average areas of group usage at all group venues.

2. Implementing measures to keep 1.5 metres distance between each person

- 2.1 Identify all the situations, tasks and processes where participants and **all others** (staff, assistants, volunteers, work placement students, parents) interact closely with each other.
- 2.2 Can you change the layout of your workplace to maintain 1.5 metres distance between people
- 2.3 Can you modify the way participants and others interact with each other?
- 2.4 Can you modify how participants gather, meet and do activities together?
- 2.5 Can you modify the use of the group facilities?
- 2.6 Identify and address, any risks that may arise if participants and staff are required to practice physical distancing.
- 2.7 Consult with management and other staff on implementing this control measure (as in 2.6).

Staff (includes group facilitators, volunteers, work placements, and anyone representing Spectrum Space), have a duty to personally consult with management when any attendees at the group are likely to be or are directly affected by a situation involving their health and safety. Occupational Safety and Health Act 1984 (the OSH Act)

3. Remind participants and staff of the need to practice physical distancing

- 3.1 Put signs around the workplace and create wall or floor markings to identify 1.5m distance. Your participants and staff **could** wear a badge as a visual reminder to themselves and each other.
- 3.2 Where possible place physical distancing markers on the floor in areas where participants are seated, line up or perform activities and tasks include all gaming areas and rooms they may use

4. Unable maintain physical distancing?

- 4.1 **ONLY IF A CLOSE TASK IS AN ABSOLUTE NECESSITY** - If task/activity is deemed essential and despite control measures, close contact between people may occur over the recommended amount of time (more than 15 minutes face to face cumulative over the course of a week or more than 2 hours in a shared closed space).
- 4.2 In such circumstances, consider the use of personal protective equipment (PPE). This includes respirators with positive airflow and disposable gloves.
- 4.3 Staff must be trained in the proper use of PPE. Be aware of work, health, and safety risks that may arise because of staff using and wearing PPE.

Suspected or confirmed cases of COVID-19 at the group.

- Isolate the person suspected or confirmed of COVID-19 in an area where you can still see them but away from the remainder of the group and staff and call the parent or guardian to pick them up from group immediately. Maintain 1.5m distancing at all times.
- Advise the family a full medical certificate of clearance will be required before the participant is permitted to attend future groups.
- Call all other parents, and cease the group, and advise them to obtain a COVID-19 test as soon as possible and a full medical certificate of clearance will be required before next attending the group
- Report to management as soon as possible and someone at the rented group venue if they are present.
- Use scripting as necessary for explanation to the family

Routine Cleaning

What do I need?

- Detergent, either as a solution that can be mixed with water, or as wipes, or
- A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.

When should I clean?

- Clean the group areas 15 minutes before at the end of the day using a detergent, or a 2-in-1 detergent and disinfectant solution.

Focus on:

Equipment used specifically for the group

- Frequently touched surfaces such as tabletops, door handles, TV and electronic remotes, laptops and gaming equipment and kitchen surfaces (most venues will have their own daily cleaning procedure prior to and after groups for extras such as light switches, door knobs, and toilets specific to the venue)
- Clean objects and surfaces used repeatedly by lots of people frequently throughout the group using a detergent, or 2-in-1 detergent and disinfectant solution. For example: benchtops, tables, kitchen areas, stoves, oven, Microwave.
- Clean surfaces and fittings that you notice are visibly soiled from the group or after any spillage as soon as possible using a detergent, or a 2-in-1 detergent and disinfectant solution. Instruct participants and staff to clean personal property that has been brought to group and is likely to be handled at group with a detergent or 2-in-1 detergent and disinfectant solution, or wipes. For example: laptops, mobile phones, iPads, keys

How to safely clean

- Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment (PPE). Also make sure the product is suitable for use on the surface you are cleaning.
- Instruct workers to wear gloves when cleaning and ensure they know to wash their hands thoroughly with soap and water, or to use alcohol-based hand sanitiser if they cannot wash their hands, both before and after wearing gloves.
- If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

After cleaning

- Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

Cleaning if someone in the group is suspected or confirmed to have COVID-19

Preparing to clean

- Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.
- Open outside doors and windows if possible, to increase air circulation. What do I need?
- A detergent, as a solution that can be mixed with water, and
- A disinfectant containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on achieving the correct bleach solution), or

- A combined detergent and disinfectant solution.
- Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.
- Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.
- A surgical mask if the person suspected to have COVID-19 is in the room.

What should I clean?

Thoroughly clean and then disinfect:

- all areas of suspected or confirmed contamination
- any common areas (e.g. break rooms, washrooms), and
- any known or likely touch points in the workplace.

How to safely clean

- Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. [Also make sure the product is suitable for use on the surface you are cleaning.](#)
- Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.
- Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.

After cleaning

- Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.
- Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

For more Information

Visit the Cleaning information on the [Safe Work Australia website](#)

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Checklist for COVID Procedures:

- Ensure all the group is aware of these procedures and remind frequently of main points
- Check for social distancing between other participants, staff and assistants at the desks and in the kitchen, gaming areas and at all other times. 1.5 meters and 4 square metres of space.
- Checked for any potential COVID-19 risk to participants and all others, made a work around and a note to report to management within 24 hours and acknowledge it will be reported (email) within 24 hours.
- Check for social distancing between other participants, staff and assistants at the desks and in the kitchen, gaming areas and at all other times. 1.5 meters and 4 square metres of space.
- Cleaned all relevant areas before and after use
- Advised participants and staff to clean any personal items bought to group prior to using in the group
- Place temporary visible marker (x with tape or piece of paper) to indicate 1.5m social distancing between everyone
- Use outdoor spaces where possible to take breaks and try to incorporate some exercise or other activity as part of the group.
- Disposed of any used cleaning products, or personal hygiene products in a safe manner.

For more information visit: www.comcare.gov.au/prevent-harm/coronavirus

References

- AW HSE P013 CV [Workplace Cleaning Procedure](#)
- AW ADM F008 CV [Social Group Attendance Form & COVID-19 Declaration](#)
- AW HSE P018 CV [Communication: Verbal Email and Phone Procedures COVID-19](#)
- AW HSE P016 CV [Safe Distancing Procedure](#)
- AW HSE P017 CV [Identifying COVID-19 Symptoms](#)
- AW HSE F020 CV [Participants COVID-19 group sign in & COVID-19 declaration form](#)
- AW HSE F035 CV [Earth Choice dishwashing liquid Material Safety Data Sheet \(MSDS\)](#)
- AW HSE F036 CV [Pine-O-Clean Disinfectant Material Safety data Sheet \(MSDS\)](#)
- AW HSE F037 CV [Hand Sanitiser \(alcohol based\) Generic Material Safety Data Sheet \(MSDS\)](#)