

J.S. GREY KINDERGARTEN ASSOCIATION, INC.

Nature Explorers Bush Kinder - Extreme Weather Policy

Mandatory – Quality Area 2

Purpose

This policy aims at providing a framework around which well-informed decisions may be made by JS Grey to cancel Bush Kinder session/s in response to forecast weather conditions, and ensure that parents understand this framework. The policy intends to ensure the health and safety of all children, educators and volunteers when the weather conditions become extreme during a session. It also provides guidelines for educators in the event of extreme weather during a Bush Kinder session and the appropriate mechanism for communication of session cancellations in extreme weather conditions.

Policy statement

1. Values

J S Grey Kindergarten is committed to:

- Providing a safe and healthy environment for children participating in Bush Kinder by facilitating a Bush Kinder experience in a variety of (safe) weather conditions, including rain, to allow children to experience nature across as broad a spectrum as possible and without compromising the safety of the participants.
- Accessing appropriate resources to enable well-informed determinations to be made regarding weather conditions.
- Facilitating effective and timely communication to parents regarding weather conditions, delays, cancellations or relocation of children in the event of extreme weather.
- Respecting the right of parents to remove their child from a Bush Kinder session at any time in response to the weather conditions (or for any other reason).
- Informing educators, staff, volunteers, children and families on the importance of adhering to this policy to maintain a safe environment for all.
- Communicating the shared responsibility of adhering to this policy between all involved throughout the duration of the Bush Kinder session.

2. Scope

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at J S Grey Kindergarten.

3. Background and legislation Background

JS Grey's Bush Kinder program is intended to operate across a broad spectrum of weather conditions, allowing the children to experience nature and its elements across the seasons. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a bush or natural

environment. However, extreme weather conditions may arise periodically which can put the wellbeing and safety of the children and educators at risk. This policy provides the parameters within which JS Grey can make determinations to cancel Bush Kinder sessions in response to forecast extreme weather conditions and ensure appropriate communication channels are in place to inform participants. It also provides a framework for educators in the event that extreme weather conditions arise during a session and provides procedures for effective evacuation to a safe location.

Related kindergarten policies

- Excursion & Regular Outing Policy
- Nature Explorers Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)
- Nature Explorers Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Nature Explorers Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)
- Nature Explorers Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Nature Explorers Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Injury, Trauma & Illness Policy
- Medical Emergency Management Policy
- Clothing Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Child Safe Environment Policy

Legislation

Relevant legislation includes but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standard
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. Definitions

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children, staff, students, volunteers, contractors and anyone visiting the service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Coronavirus: Coronaviruses (CoV or COVID-19) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

Protective Clothing: Refer to Protective Clothing Policy

Bureau of Meteorology: Australia's national weather, climate and water agency. Website www.bom.gov.au Various iPhone/iPad apps use BOM data (e.g. Pocket Weather).

Extreme Weather: Weather that threatens the immediate or long-term safety of individuals, as a result of rain, lightning, wind or heat. The risk to individuals' wellbeing is guided by the Bureau of Meteorology's forecast conditions. An extreme weather table is shown below. Bush Kinder sessions will be relocated if any of the following determinants are met:

Weather Condition	Extreme weather determinant causing cancellation
Forecast temperature	32 degrees Celsius or greater at any time during Bush Kinder AND the Kindergarten Teacher decides that it would be appropriate to relocate to the secondary site Note there is no pre-set minimum temperature. Thermals and clothing layers should be worn on very cold days (Refer Protective Clothing Policy)
Forecast wind speed	In excess of 50km per hour AND the Kindergarten Teacher decides that it would be appropriate to relocate Bush Kinder to secondary site, based on a final assessment at the site. Kindergarten Teacher may monitor and deem it situation safe to continue.
Forecast of electrical storm activity	Thunder storm/electrical storm forecast issued by Bureau of Meteorology.
Egan Reserve flooded at or near the Bush Kinder site	On flooding advice from the Ranger.
BOM weather warnings of extreme storm conditions and excessive rainfall	On a warning issued by the Bureau of Meteorology.

In addition to the above, JS Grey has the discretion to relocate a session/s to the secondary site at Reservoir West Guides Hall, if it views the weather to be poor for Bush Kinder purposes, even if the extreme weather determinants in the above table are not reached.

Further, the Darebin Parklands Ranger has the authority to override JS Grey's determination on safety and request relocation of a session should he or she feel the Bush Kinder site will be unsafe.

Secondary Site: The site used as a back up upon relocation due to extreme or unforeseen weather patterns. A reserve site. As of **February 2021 this will be Reservoir West Guides Hall located at 73 Leamington St, Reservoir, VIC, 3073**. If the secondary site is not available then the session will be cancelled.

5. Procedures

*The **Committee** is responsible for:*

- Providing an Extreme Weather Policy which gives clear guidelines to educators and families about extreme conditions that will necessitate relocation or worst case cancellation of a Bush Kinder session/s and provides guidance and procedures for educators in the event of extreme weather during a Bush Kinder session.
- Ensuring that all families, educators and volunteers are aware of this policy, that this policy is included in the Bush Kinder Handbook, that families are provided access to the policy and the Bush Kinder Handbook at relevant information sessions and otherwise made available upon request.
- Ensuring communication channels via Storypark, SMS messaging and email, are in place to facilitate notification to parents in the event of cancellation of a Bush Kinder session or if the group has been evacuated to a safe location in response to extreme weather conditions.
- Providing the means for the Kindergarten Teacher and educators to access the Bureau of Meteorology website and or app to check for weather conditions.
- Providing the means for the Kindergarten Teacher and educators to be contactable during a Bush Kinder session (i.e. JS Grey phone & one educator to have their phone as an alternative contact. Please note, this is only for the centre's records and this number is not shared with families).

*The **Staff** are responsible for:*

- Reading this policy and ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Approved Provider and/or Nominated Supervisor.
- Ensuring communication channels via Storypark, SMS messaging and email, are in place to facilitate notification to parents in the event of cancellation of a Bush Kinder session or if the group has been evacuated to a safe location in response to Extreme Weather conditions.
- Accessing the Bureau of Meteorology website to check for weather conditions, and relocating the session/s as required.
- Notifying all families of any relocation or cancellation of Bush Kinder sessions within an appropriate time.
- Ensuring Risk managements and checklists are completed for secondary site (**see attachments 1 & 2**).
- Ensuring the *Girl Guides Victoria Covid-19 Safety Plan* (**see attachments 3**) are followed in the event of a Coronavirus lock down extreme weather relocation.

*The **Parents** are responsible for:*

- Ensuring they are comfortable at all times with the forecast weather conditions, while their child is attending a Bush Kinder session. If for whatever reason, a parent feels concern for the wellbeing

of their child due to the weather conditions, they should consider withholding their child from the session or collect their child from a session in the event that Extreme Weather arises during a session.

- Ensuring protective clothing is worn by their child to suit the weather conditions and ensure a change of clothes is provided, including shoes (Refer to Protective Clothing Policy).
- Ensuring they are contactable at all times while their child's Bush Kinder session is in progress.
- Reading and being familiar with the policy.
- Bringing relevant issues to the attention of the Kindergarten Teacher, educators, the Approved Provider and/or Nominated supervisor.
- Checking email, Storypark or SMS messages for any notifications of session relocation or cancellation.
- Collecting their child at any time during the session if they are not comfortable with the weather conditions.
- Ensuring that any messages that need to be passed on during a Bush Kinder session, either go through JS Grey's office landline phone number or Room 2 Nature Explorers mobile phone number rather than educators personal contact (even if, for whatever reason, they have the contact details of educators at the Bush Kinder site).

6. Evaluation

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

This policy will be reviewed every year by a formal Committee review in, unless deemed necessary earlier.

Endorsed by the J S Grey Kindergarten Committee of Management on: 7th March 2022

REVIEW DATE: 03/02/2022

NEXT REVIEW DATE: 03/02/2023

Attachment 1

Secondary Site Checklist:

Checklist for Reservoir West Guides Hall

Upon Arrival

What to check	Date checked and notes	Date checked and notes
Spray and wipe light switches and door handles		
Ensure chemicals in kitchen are out of reach of children		
Check that urn is switched off and empty		
Safety check inside of hall (eg broken glass, pins fallen off pin board, open cupboards)		
Safety check perimeter and outdoor space (broken glass, syringes, faeces, rubbish etc).		
Check toilets and clean with antibacterial wipes		

Checklist at end of session

What to check and clean	Date checked at notes	Date checked at notes
Check toilets are clean and tidy		
Ensure kitchen is clean and tidy		
Put back any items that were used (eg cleaning products, cups)		
Vacuum and mop floors if space has been heavily used		
Spray and wipe light switches and door handles		
Ensure lights, fans, heaters and air conditioners are switched off.		
Ensure doors are all locked.		

Attachment 2

Secondary Site Risk Management Plan:

Daily Outdoor risk management plan – Reservoir West Guide Hall

Details			
Date(s)	2022	Regular Destination	Reservoir West Guide Hall
Departure and arrival times	Thursday (09:30-14:30) when extreme weather policy is enacted		
Proposed activities	Stories, board games and group games inside the hall. When weather is safe, outside hall for backyard Bush Kinder - play - STEM experiences, nature play, gathering and foraging fallen plant materials, explore habitats, engage with the wider community.	Water hazards? Yes Large body of water (Edwardes Lake)	
Method of transport, including proposed route	Families to drop their children at the Guide Hall. The carpark is a short walk across the grass from the hall, easily accessed by families.		
Name of excursion co-ordinator	Fleur Squires		
Contact number of excursion co-ordinator	9470 5836	0431409398	
Number of children attending excursion	22	Number of educators/parents/volunteers	2 educators
Educator to child ratio, including whether this excursion warrants a higher ratio?	1 Educator : 11 Children		
Excursion checklist			

1

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list – Sunscreen, Plastic Bags, Tissues, Evacuation Bag, Spare Clothes, sharps container and tongs

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

2

Indoor Guides Hall	Cleaning chemicals	High	Staff to put chemicals from under the sink above fridge at the start of each session, then put back below and the end of the session.	All educators	Every session
Indoor Guides Hall	Urn in kitchen	High	At beginning of session staff to ensure Urn is not turned on or plugged in to powerpoint. Ensure children do not play or spend time in the kitchen.	All educators	Every session

Outside Guides Hall	Snake bite	High	<ul style="list-style-type: none"> ● Close liaison with Ranger about sightings and likely location(s) of snakes ● Stay a recommended distance from water and long grass during summer months (education of staff and children with Ranger). ● If visiting the creek, staff to carry out pre visit site inspection and remain on alert ● Clothing requirements advised to parents ie – rubber boots / long pants. ● Program planning /site(s) chosen / wildlife education 	All educators, Children	<ul style="list-style-type: none"> ● Stocked first aid kit and operational mobile phone carried at all times. ● First aid trained staff – Level 2 ● Emergency contact numbers for children and staff carried. ● First aid ● Call ambulance ● Call parent/guardian ● Notify Ranger
Outside Guides Hall	Reaction/irritation to insect bite (mosquito bite)	Moderate	Children to wear long sleeves / pants to Bush Kinder in my backyard. In the case of hot weather, these children should wear long loose fitting clothing (breathable material) Mobile phone in working order. First aid training and kit fully stocked. Medical information is discussed and obtained from families.	All educators	All sessions.
Outside Guides Hall	Fall or injury at the back steps.	Moderate	Group to just use front door to enter and exit the property. Staff to encourage children to play away from the back steps.	All educators	All sessions

4

Inside and Outside Guides Hall	General Accident e.g.: fall	Low	All staff have first aid training and a first aid kit is kept onsite. Support children to understand their limits and develop risk assessment skills.	All educators	All sessions
Outside Guides Hall	Syringe Injury	Low	Site inspection prior to children arriving. Educator to remove using tongs and sharps container. Should further assistance be require, park ranger to be contacted. Should the program move outside the intended area – further inspections prior to moving into the new area is required. Greater inspection is required in areas with thicker vegetation.	All educators	All sessions
Outside Guides Hall	Child hit by branch / tree - broken limb/other serious injury	Low	Council tree audit and pruning. Selection of appropriate areas for Bush Kinder in consultation with Ranger. Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff – Level 2	All educators	All sessions

5

Outside Guides Hall	Child fall from tree	Low	Adult / child ratio and constant supervision. Educate children about risk – taking; liaise with mgmt. about unsuitable trees. Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff present at all times.	All educators	All sessions
Outside Guides Hall	Drowning	High	Maintain ratios 1/11. Keep the mobile operational. First aid training level 2. Select and plan a site that can be appropriately linked to the educational program intention. Site inspection prior to session - if held in the area around water. Identify slip hazards, ie. rocks, drew, unstable earth. Avoid the use of the area after heavy rainfall.	All educators	All sessions held around water. Notify parkland managers and rangers.

6

Inside and Outside Guides Hall	Extreme Weather Conditions	Low	Stay inside the Hall and make use of heater/air conditioners where needed. Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff. Wear appropriate protective clothing for the days forecast. Program conducted in shaded areas. Children bring water bottles and water available from onsite tap and staff supplying spare bottles. Apply Kinder sun smart policy. Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions. Spare clothes, spare gumboots & spare raincoats are in room 2 and room 2 shed for children to utilise as required.	All educators & families prior to session	<ul style="list-style-type: none"> Cancel session(s) if extreme weather conditions are considered too hazardous even with shelter provides by Guides Hall. Advise parents if children appear sunburn or heat effected
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7

Outside Guides Hall	Traffic at nearby carpark	Low	Avoid planning/ranging lessons near the road and parking areas. In addition, set boundary/parameters to ensure children's safety. Ensure a safety briefing (through general discussion) pre and post session with children and staff. Set location in areas where speed is low and highly managed.	All educators	All sessions
Outside Hall	Broken glass, knives	Moderate	Site inspection prior to children arriving. Educator to remove identified objects of hazards. This should be used as an educational point of reference with children. Have a discussion with children and debrief on the safety of how to interact/report found objects.	All educators	All sessions
Outside Hall	Exposure to UV	Moderate - high	Reduce amount of time spent in the sun, especially on high UV days. Plan lessons near the shaded areas. Set parameters to ensure children's safety. Ensure safety briefing pre and post session with children. Ensure all children have sunscreen applied and bring sunscreen on excursion.	All educators & families prior to sessions.	All sessions

8

Outside Hall	Plan burn offs and fires	Moderate/High	Liaise with parkland management and local councils/rangers to identify the designated zones where the planned burn off will be held. Ensure that rangers/parkland management are informed about intention to have a controlled fire. Ensure that children are aware of the expectations around fire. Ensure that the mobile phone is at hand and operational. Ensure the fire blanket is functional and at hand. Ensure that the fire has a relevance to the program. Review weather forecast and fire bans prior to session. Ensure the site has been inspected prior to fires, to ensure the appropriateness. Ensure that at least one adult is present while fire is alight.	All educators & children	All sessions, including but not limited to days where the fires are planned.
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9

Outside Hall	Plan burn offs and fires	Moderate/High	Liaise with parkland management and local councils/rangers to identify the designated zones where the planned burn off will be held. Ensure that rangers/parkland management are informed about intention to have a controlled fire. Ensure that children are aware of the expectations around fire. Ensure that the mobile phone is at hand and operational. Ensure the fire blanket is functional and at hand. Ensure that the fire has a relevance to the program. Review weather forecast and fire bans prior to session. Ensure the site has been inspected prior to fires, to ensure the appropriateness. Ensure that at least one adult is present while fire is alight.	All educators & children	All sessions, including but not limited to days where the fires are planned.
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9

Outside Guides Hall	Spraying and poisonous chemical	Low/Moderate	Liaise with parkland management and local councils/rangers to identify the designated zones where the planned spray will be. Ensure communication between rangers/parkland management. Ensure that children are aware of the expectations and perimeters that they may explore. Ensure that the mobile phone is at hand and operational. Ensure the first aid kit is at hand and full stocked. Ensure the site has been inspected prior to session.	Lead teacher	All Sessions
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Plan prepared by	Fleur Squires
Prepared in consultation with:	Nikki Benjamin & Sarah Hoang
Communicated to:	All staff at J S Grey Kindergarten and Families upon request
Venue and safety information reviewed and attached	Yes Comment if needed:

10

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.



11

Attachment 3

Girl Guides Victoria COVID-19 Safety Plan



Girl Guides Victoria COVID-19 Safety Plan

This checklist is designed to help you prepare your Hall or venue as well as Leaders, Volunteers, Girl Guides, and parents for returning to in-person Girl Guide activities while we live with COVID-19 as part of our daily lives. This will mean increased hygiene and cleaning processes, and helping Leaders, families, and Girl Guides practice physical distancing while participating in Girl Guide activities.

Physical distancing

All people attending Girl Guide activities, including children, are required to practice physical distancing (inside and outside) under current Government guidelines. This is different to children's experience at school where physical distancing does not apply to children, so helping girls understand this requirement at Girl Guides may be challenging. It might be helpful to involve the Girl Guides in coming up with ways to play their favourite game or do their favourite activities in a way that includes keeping physical distance from each other.

Outdoor activities

The requirements for outdoor activities are the same as indoor activities. Physical distancing is required, surfaces should be cleaned/disinfected where possible, and hand sanitiser or hand washing facilities (soap, water, and disposable paper towel) must be available and used regularly.

When restrictions change

Please keep up to date with public announcements from the Victorian Government relating to COVID-19 restrictions and adapt your activities and preparations accordingly. The Girl Guides Victoria Joyce Price Centre (JPC) and State Leadership Teams will update Leaders and Volunteers when restrictions change, but we also ask for your support to adapt quickly as announcements are made.

For further information

If you require assistance or further information, please contact the JPC team by emailing Tiffany on tiffany.ho@guidesvic.vic.aus. Tiffany will connect you with the most appropriate team member to assist you.

Girl Guides Victoria COVID-19 Safety Plan Checklist and Attendance Record Template, October 2020

1



Name and location of Hall/venue	
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1. Preparing the Hall/venue for use

Action	Date & Time Completed	Completed by (name)
Internal doors are open, and lights are turned on. This is to avoid people needing to touch them often.		
External doors are open during drop-off and pick-up times. This is to avoid people needing to touch them often.		
Participants have been asked to bring the things they will need, for example: <ul style="list-style-type: none">- drinking bottle, already filled with water (named)- pencil case with pencils, glue stick, etc. (named)- other small supplies or equipment that will be needed for the activity This is to prevent sharing equipment, and using cups/mugs that need to be washed.		
All attendees who may be unwell are asked to please stay home.		
Signage is placed around the Hall outlining: <ul style="list-style-type: none">- maximum number of people permitted in the space at the entrance- physical distancing in the activity areas- hand hygiene at the sinks		
Instructions are prepared to inform everyone attending to wash or sanitise their hands regularly and to avoid touching their face.		
Instructions are prepared on physical distancing, including around common areas and bathrooms.		
Instructions are prepared and displayed on how to correctly fit, use and dispose of PPE.		

Girl Guides Victoria COVID-19 Safety Plan Checklist and Attendance Record Template, October 2020

2

We are confident physical distancing can be managed in all areas.		
Tables, chairs, and activity spaces are set up to allow people to stay 1.5m apart from each other at all times.		
Soap & water or hand sanitiser is available for all attendees to wash or sanitise their hands on arrival.		
Disposable paper towel for drying hands is available and stocked. A bin lined with a plastic bin liner is available for disposal.		
Adequate supplies of cleaning and disinfecting products and equipment have been purchased and are easily accessible.		
Adequate supplies of tissues and disposable wipes have been purchased and are easily accessible. A bin lined with a plastic bin liner is available for disposal.		
Reduce the amount of time people are spending in enclosed spaces. This could include: moving as much activity outside as possible, encourage small group/ patrol work. Enhancing airflow by opening windows and doors to optimise fresh air flow.		

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially the mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.
- Face covering and PPE must be worn onsite as per public health advice.

How to calculate density – 4m² per person

If an indoor space is 8.5m long and 4.5m wide, its total area is 8.5 x 4.5 = 38.25 square metres. To determine the total number of people able to be in this space, divide 38.25 by 4 = 9.56. Therefore, the maximum number of people allowed in the space is nine. Calculate the indoor space of your main activity area only. Other rooms, such as storerooms and bathrooms, are not included in the space to be measured.

2. Drop Off and Pick Up procedures

Action	Date & Time Completed	Completed by (name)
All Girl Guides, their families, and other people attending the activity are informed to use non-contact greetings – no handshakes or hugs.		
A procedure in place to record attendance of all children and adults present for more than 15 minutes, including name, contact number, and date/time of attendance. You can use the template below or download your latest Unit list, then delete the columns you don't need. Include four columns for: name, contact phone number, time in, and time out. Add rows to include anyone else present, including parent helpers.		
Everyone attending the activity is instructed to wash or sanitise their hands thoroughly (for at least 20 seconds) on arrival.		
Families are informed about where to drop off and pick up their Girl Guide to maintain physical distancing (1.5m apart). Families are advised not to enter the Hall/venue unnecessarily, but to wait in a designated area for their Girl Guide.		
Members of the same household can travel to the hall/ venue together. Carpooling with members from different households is not permitted.		
Members and Guests are all to wear a mask. Cloth masks should be washed each day after use. However, if during the meeting the mask is visibly dirty or wet, the mask needs to be replaced immediately. Girl Guides younger than 12 years can choose to wear a mask.		
A plan is in place to respond if a Volunteer or guest becomes unwell, including a suitable place to safely isolate the person if they are unable to go home immediately. Notify the GGV Chief Executive Officer if a Volunteer or guest becomes unwell by phone - 0491 743 263.		

3. Actions to carry out after Hall use and before leaving

- **Cleaning** means physically removing germs, dirt, and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.
- **Disinfection** means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.

Action	Date & Time Completed	Completed by (name)
Appropriate Personal Protection Equipment (PPE) and cleaning and disinfecting equipment have been purchased and are easily accessible. This may include disposable gloves, disinfectant, and disposable cleaning cloths or wipes.		
People participating in cleaning and disinfecting wash their hands before putting on disposable gloves.		
A plan is prepared and a cleaning log is displayed in shared spaces for cleaning and disinfecting frequently touched surfaces including tabletops, kitchen surfaces, door and cupboard handles, light switches, and toilets.		
Outside doors and window handles are wiped with disinfectant, and closed and locked before leaving.		
Buckets, sinks, and bins are emptied, cleaned, and disinfected.		
Single-use PPE such as gloves, disposable cloths, and table covers are disposed of in a double layer rubbish bag.		
People participating in cleaning and disinfecting wash their hands after taking off disposable gloves.		

4. Actions specific to your location

Use this blank table to add any actions you need to remember for your specific Hall or venue.

Action	Date & Time Completed	Completed by (name)

How to clean and disinfect

1. Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection, and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use, and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks, and gowns is not required when undertaking routine cleaning.

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

Choice, preparation, and use of disinfectants

- Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).
- Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.

Chlorine Dilutions Calculator

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid — can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the Department of Health and Human Services website <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator>.

Management of linen, crockery, and cutlery

If items can be laundered, launder them in accordance with the manufacturer's instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air.

Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.

Record of Attendance

Name and location of Hall/venue	
Date and time of activity	

Name	Contact Phone Number	Time in	Time out