



## COVID SAFETY PLAN CHECKLIST FOR FACE TO FACE TRAINING and EXAMINATIONS

### Managing Risk

**YOU HAVE:**

- Created a COVID Safe plan for the training / examination location.
- Gained approval the principal and chief instructor.
- Identified COVID risks and implemented appropriate controls?
- identified any vulnerable people and considered alternate arrangements for them?

### Induction, Training and Supervision

**HAVE YOU:**

- Developed a local Induction for the activity and exam location covering COVID Safe practices which will be provided to each person before starting?
- Communicated that the invigilator / Instructor must monitor behaviour during activity to ensure adherence to COVID Safe procedures?

### Physical Distancing

**HAVE YOU:**

- Determined the maximum number of persons allowed in the exam space taking into consideration the size and layout of the room?
  - Allowed for 4m<sup>2</sup> and 1.5m distancing between each person during the activity?
  - Developed a plan for the flow of people for the full cycle of the activity, from entry to exit, to ensure physical distance is maintained?
  - Confirmed that any physical distancing hardware you need such as floor markers, perspex sneeze screens, bollards, signage and posters have been installed?
- \*For further guidance refer to Safe Work Australia's Physical Distancing Checklist.*

### Monitoring and Screening

**HAVE YOU:**

- Established a process to maintain records of all people involved in the activity for contact tracing.
- Advised people to stay away if they are unwell, have been in close contact with a person who has COVID-19, have been tested for COVID-19 and/or has been instructed to quarantine or self-isolate?
- Confirm you understand you must inform the Chief Instructor / Director if a person involved in the activity reports a suspected or confirmed case of COVID-19

### Handwashing and Hygiene

**HAVE YOU:**

- Confirmed hand sanitiser stations and instructions are available at entry and exit points and around the space?
- Instructed people to limit contact with others – no shaking hands or touching objects unless necessary?
- Installed signage on safe handwashing and hygiene procedures?

### Cleaning

**HAVE YOU:**

- Obtained and actioned a cleaning plan using the Safe Work Australia (SWA) Cleaning Checklist and SWA How to Clean and Disinfect your Workplace as guidance?
- Provided disinfectant wipes and instruction to people on routine cleaning procedures of touchpoints, equipment?
- Considered how you will manage COVID hazards from personal belongings, objects, equipment etc.?

This plan must remain flexible to accommodate any changes in state and federal law and restrictions.

The instructor / invigilator must keep up to date with changes in legislation and any changes required by the agencies and bodies represented by Mainstay Sailing.