

# Plans and Protocols for Shed Reopening

## Attending the Shed from 06 July 2020

For those Shed Members who have not attended during the limited opening of the last few weeks, your Team Leader will explain the rules and procedures that have been put in place to keep all Shed Members safe. Members with smart phones should ensure that they have downloaded and activated the COVIDSAFE app.

As the kitchen and covered eating area will be closed for at least the first few weeks, each person should provide their own food and drink for “smoko break”, This includes your own cup and hot water flask. There will be no central hot water source since it can lead to a breakdown in social distancing rules. Breaks should be taken either at the workplace or, weather permitting on the grass outside the building again observing social distancing.

On arrival at the Shed Members should wash their hands with soap and water, sign in using their own pen for preference, place the \$5 shed fee in the container provided (it is important to have the correct money as no change will be available.) The container for cash will contain a detergent solution. Rewash or sanitise your hands and proceed to your work - station.

On completion of your day at the Shed, wash your hands, sign out and depart. If using the pen provided to sign in and out, you must sanitise it using the spray and paper wipes provided after each use.

The following pages have protocols and guidelines that all Members should follow while at the Shed in order to keep themselves and fellow Sheddors safe. We should all remember that collectively we are all in the “at risk” group due to age and other underlying health issues.

- Social Distancing.
- Hand Hygiene
- Sanitising your Work Area and Equipment used
- Monitoring your Personal Health

## Social Distancing

In an indoor space we must provide 4 sq m per person. While overall, we have no problem meeting that in any of our buildings, the work bench areas tend to be much more crowded. Your Team Leader will be responsible to ensure that members are spaced out within the work area, moving benches if necessary. Individually we should all be aware of people around us.

There are certain situations that need special attention – these are

- Signing in and out
- Washing hands or cups etc.
- Waiting in line to use a piece of equipment
- Walking between benches to find a hand tool

In all these situations you should maintain 1.5 m spacing and let the other person know your intention so that they can move if necessary.

We have no wish to prevent social interaction between shed Members but please resist the temptation to move closer when conversing with another person – just speak a little louder.

Chairs in the meeting room will be located at the appropriate spacing and should not be moved. The reception area will have a limit of 3 people allowed in at any one time with floor markings showing spacing.

The same distancing rules apply to break times. If you are sitting outside on the grass keep your distance. Turn the hearing aid up and speak louder.

## Sanitising Your Work Area and Equipment

There will be a number of sanitising stations located throughout all three buildings. These comprise a spray bottle containing sanitising solution and paper towel wipes.

### Areas involving work benches & common equipment

On arrival at your work bench in the morning the hard surfaces that you will be in contact with should be sanitised as should any tools on the bench and any personal tools that you have brought with you.

During the day you will need to sanitise any hand tool (battery drill, power hand tool, chisel, hammer and other hand tools) before and after use by you concentrating on the handle areas.

When using permanently installed common equipment (grinders, saws, planers, drills etc) these should be sanitised after use by you and prior to use by the next person. This should concentrate on the areas touched by you (handles, switches and hard surfaces.)

End of day clean up should include sanitising common areas like toilet, sinks, door handles in addition to each individual work area.

### Office, Meeting Room and Pool Table and Computer Areas

Initial sanitising of hard surfaces, benches and tables, computer keyboards mouse and other equipment switches and controls. In the pool area, sanitising of cues, balls and other equipment prior to use and between games if players change.

End of day clean up should be a repeat of the start procedure plus common areas like toilets, sinks, door handles and switches.

## **Hand Hygiene**

This is a critical issue in our efforts to keep the Shed population safe from Covid-19. The day should start and finish with washing your hands with soap and water. During the day you should rewash your hands or use sanitiser if you handle anything that may not have been properly sanitised.

## **Monitoring Personal Health**

In our efforts to keep the Shed infection free we ask that everyone pays particular attention to their own personal health.

If you are feeling at all unwell even just slightly off colour then do not come to the Shed.

If you develop any of the symptoms of the virus go to your doctor immediately and if as result you have to have a Covid-19 test definitely do not come to the Shed and phone us to advise us of the situation.

If you have come into contact with an infected person go immediately to your doctor for a test and again do not come to the Shed but phone to advise us of the situation.

## Sanitising Protocols for Men's Shed Fitness Group June 2020

### Bring to every session

- Clean towel (large enough to cover floor mats)
- Clean gloves (see below)
- Water bottle
- Plastic bag
- Good attitude

### On Arrival

- Put money in appropriate jar (see below for money procedure)
- Go to bathroom and wash hands then dry thoroughly with paper towel
- Put on your clean gloves
- Return to desk and sign on
- Start workout, keep at least 1.5m between you and other members
- Have at least two vacant exercise stations between you and other members
- Use your towel at every station where there is body contact with equipment – lie on it (eg floor mats), sit on it (eg biceps curls, rowing machine, chair squats), wipe down surfaces with it after you have used them (eg bike seats).
- Complete your workout, have fun, don't breathe out.

### On Completion of Workout

- Sign out while still wearing your gloves
- Place your used towel into your plastic bag
- Remove your gloves and place them in your plastic bag
- Go to bathroom and wash hands thoroughly
- Go home and wash your towel and gloves in normal detergent, make sure both are clean for next gym session. When dry, place them in a clean plastic bag for next visit.

### Gloves

- Simple and cheap gardening gloves available at Bunnings or Woolworths
- Palm surface is rubber
- Back surface is stretch fabric
- Only to be used at the gym – not for gardening or workshop use

### Equipment Protocols

All contact points for mats, equipment, bikes, weights, chairs, balance sticks, etc is to be sanitised prior to each group session. Disposable gloves should be worn during this procedure and hands washed afterwards.

- Spray the surface with sanitiser then wipe with paper towel OR
- Spray the paper towel and then wipe the surfaces
- Remember to include the pen, cash tin and door knobs
- Medicine Balls and Swiss Exercise Balls are to be sprayed only
- Archer bands to be wiped as best we can, but sustained sanitising may degrade the rubber

Boxing gloves at the Heavy Bag station are to be removed for the duration. The men will use their own gloves.

## Money Collection Procedure

- Ideally, bring correct change
- A slotted jar will be provided at the sign in area, you will notice a detergent solution in the jar. Do not pick up jar and shake or invert it
- Post your money into the jar, try not to touch the jar
- If you need change, clean money will be in the nearby cash tin when you have gloved up return and remove your change (or leave it as a donation)

## Team Leader Procedure for Money Jars & Cash Tins

### Pre-arrival

- Locate the drained money jar in the bathroom, wash your hands then remove the clean money and put it in the cash tin as a change float and for later reconciliation and payment to central collection point. All money in the cash tin should be 'clean'
- Into the empty money jar put some hand washing detergent and about a quarter fill of water
- Swill it about to mix the solution
- Place jar where you think best for your area
- Place cash tin nearby for those that need clean change

### When session is complete

- Shake the jar to ensure all notes and coins have been in contact with the solution
- Take to bathroom and invert into the basin to drain the liquid (leave lid on the jar)
- When Team Leader for next session arrives, he will perform the Pre-arrival protocol as above.

## Signing In and Out for Workshop Groups

### On arrival

- Place your \$5 in the money jar as per the payment protocol above
- Sign on with YOUR OWN PEN that you brought from home. Put it back in your pocket OR
- Sign on with the shared pen then immediately wash or sanitise your hands thoroughly before moving into workshop

### On Departure

- Sign out (remember to include departure time) then wash hands before leaving Shed.