

THE ORDER OF AUSTRALIA ASSOCIATION LIMITED.

COVID-19 SAFETY PLAN

Current: 20.7.2020

The board of The Order of Australia Association Ltd appreciates and understands that each branch will make an informed decision on the holding of meetings and events/functions during this unprecedented time in our history. Those decisions will be made in accordance with local conditions and State or Territory Government regulations applicable at the time of the meeting or the event.

The following COVID-19 safety plan is an example of a plan and the final plan should be done in conjunction with and in compliance with local state or territory requirements.

COVID-19 SAFETY PLAN

Prepared by Name and Position
 in preparation for the holding ofBranch/Regional Group
 Meeting /event/function on.....

Requirements

Actions

Have you reviewed your state/territory COVID-19 Safety and Health Requirements?	Yes/ No/ NA
Do you have to register your event with the local Authorities?	Yes/ No/ NA
Have you encouraged staff, contractors, volunteers and visitors to run the Covidsafe App	Yes/ No/ NA
Is the wearing of masks in your area required?	Yes/ No/ NA
Physical Distancing – does venue comply with your state/territory government requirement?	Yes/ No/ NA
Does the venue provide temperature checks?	Yes/ No/ NA
Does the venue provide sufficient hand Sanitiser stations?	Yes/ No/ NA
Do you need to supply more hand sanitiser?	Yes/ No/ NA
Do you have a register to record names and mobile phone numbers of all persons in attendance at function including staff, contractors and volunteers?	Yes/ No/ NA
Do you or the venue have a list of locations that are virus hotspots or in lockdown?	Yes/ No/ NA Yes/ No/ NA
Do you or the venue have the ability to refuse entry to persons from virus hotspots or in lockdown?	Yes/ No/ NA Yes/No/NA
Are all participants seated? (if required in your state/territory	Yes/ No/ NA
Are participants seated with required social 1.5 metre distance except for those in same households.	Yes/No/NA
Have volunteers been reminded not to attend if	Yes/ No/ NA

Feeling unwell or have been in contact with somebody who is unwell.

Is all food and beverage being served supplied by a caterer in accordance with applicable regulations? Yes/ No/ NA

Is the food and beverage being served at the table and not via self-service? Yes/ No/ NA

COVID-19 INCIDENT REPORT

Date reported..... Time.....

Date incident is alleged to have occurred Time.....

Name, address and phone number of person alleging incident.....
.....
.....

Location where incident is alleged to have occurred.....
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Details of incident.....
.....
.....
.....

Name of person receiving report.....

Phone Number

Form forwarded to National Treasurer on

Insurance broker notified by National Treasurer on

Restrictions

Each State and Territory Government has different restrictions in force; please access your State or Territory website for up to date advice

National Treasurer: nattreasurer@theorderofaustralia.asn.au

