

COVID-CARER ROLE FOR QUAKER MEETINGS AND EVENTS AT FRIENDS MEETING HOUSE, TURNER

Introduction

Thank you for agreeing to be a Covid-Carer for a Quaker meetings and event/CRM committee at Friends Meeting House, Turner. Friends willing to undertake this Covid-Carer role will enable Quaker face-to-face events in a Covid-19 safe way.

As a Quaker community we are endeavouring to provide a Covid-19 safe environment as we find our way through Covid-19 regulations. These notes cover **both** larger and smaller events (e.g. from Meetings for Worship to Committee Meetings) and are intended to assist the Covid-Carer. We are all adjusting to the Covid-19 normal environment and we can anticipate that requirements will change over time and these notes will be updated accordingly.

If any of these notes are not clear and you need more information and assistance, please contact the Clerk (rmcanberraclerk@quakersaustralia.info) or David Shorthouse (djshorthouse@apex.net.au)

We appreciate your assistance to help our community meet together
in our Meeting House.

THANK YOU FRIENDS

THE FOLLOWING MATTERS ARE ESPECIALLY IMPORTANT TO KEEP SUNDAY MEETINGS FOR WORSHIP SAFE:

- (1) Both the 9.15 and 10.30am MfW have a maximum capacity of 26. Additional seats are not allowed. If there is an overflow, the Woolman Room can be used.
- (2) Friends attending the 9.15 MfW will have some social time and then will need time, to clean any touched surfaces and to leave the premises.
- (3) We ask that installation of equipment for zoom purposes occurs after 10am to allow for the above and for a safe change-over period.
- (4) Please ensure Friends do not hover and chat in the entrance foyer. We ask that any overlap between Friends attending the 9.15 and 10.30 MfW occurs in the courtyards or Woolman room. This assists with social distancing and free access to the entrance table for hand sanitiser, QR registration
- (5) Temporarily (March/ April 2021) we ask that the Covid Carer stay at the front door before, during and after Meetings for Worship for security purposes.

N.B. For security, cleaning and sanitary supply purposes:

- The Covid-Carer for the 9.15am MfW will also check the premises once between Monday and Saturday. If this part of the role is unsuitable for you, please let Lorraine Thomson know and other arrangements can be made.

PRIOR TO YOUR MEETING/EVENT PLEASE TAKE TIME TO:

1. **Understand** the Covid-19 Safety Plan which is in hard copy form on the table in the foyer to the Meeting House - ask for an electronic copy if you would like one from the Clerk (rmcanberraclerk@quakersaustralia.info) or David Shorthouse (djshorthouse@apex.net.au)

2. **Help** the organisers of the meeting/event/members of the Committee understand the Covid-19 safety needs related to your particular meeting or event. A visit to the Meeting House may help get a feel of what is required.
3. **We are able to have 1 Person per 2 square metres which means**
 - 26 in the Woolman Room, 26 in the Meeting Room, 12 in the Bridget Hodgkin Room, 8 in Dylan Chapman-Searle Room.
4. **Decide** – on food or drink provision? **The kitchen can be used for Quaker meetings with a Covid-Carer, using Covid-safe practices. These practices are outlined under the heading ‘During the meeting’ below.** If Friends wish to bring their own food and drink for individual consumption, they can of course do this.
5. **Ask** - Friends to stay away from the Meeting House if unwell (or join by Zoom if that is available for your meeting).
6. **Familiarise yourself with the use of the Check in CBR app, which we are required to use for all people attending.** Help is available if needed from the clerk (rmcanberraclerk@quakersaustralia.info) or Michael Searle (michael.searle@inet.net.au)

In preparation for the meeting or event please,

- Ensure the 26 seats in the Meeting Room or Woolman Room if that is being used- or check seating according to the spacing rules for each room. Note: 26 seats are to remain in the Meeting Room at all times and 26 spaced or stacked in the Woolman Room.
- Check the appropriate capacity notices are in place on front door (70) and for individual rooms (these notices can be found on the shelves in the office alcove)
- Check supply of hand sanitiser and wipes at the front door. Additional supplies are kept in the office nook.
- Make sure the Check in Canberra QR code is available.
- Check all external doors are locked, except for where you want people to enter
- Check toilets are clean and equipped with paper towels, hand wash.

During the meeting please arrive early and:

Welcome Friends

- **Ask them to use the hand sanitiser,**
- **Use Check in CBR app**
- Encourage **minimal** mingling in close quarters in the foyer and hallway
- Remind Friends, if needed, that we are unfortunately not using physical contact and we are maintaining physical distance

- Where toilets are being used frequently, ensure that door handles, taps, cistern buttons are disinfected during the event.
- Where equipment is being used by several Friends, ensure that it is wiped with disinfectant in between each Friend's use.
- Check all rooms for chairs and capacity if multiple rooms are being used.
- If any Friend seems unwell, assist them to find support and a safe way to leave the meeting/event
- Sensitively ensure that the number of Friends attending does not exceed the capacity of the Meeting House premises according to the planned numbers for the meeting.
- **If the kitchen is used the arrangements are:**
 - ✓ Two people only in the kitchen who provide full service- Friends do not help themselves to milk, sugar etc
 - ✓ Washing up involves using thorough processes and food grade sanitiser in the **rinse according to instructions above the sink**
 - ✓ Cleaning of surfaces using the food grade sanitiser.

After the event

- Ensure doors are locked before the last person (usually the Covid-Carer) leaves the premises.
- Wipe all door handles, toilet buttons, taps, other equipment used by multiple people and chairs with disinfectant provided in the office/antiseptic wipes
- Clean used surfaces - if kitchen is used at all, clean surfaces.
- Let someone from House and Grounds Committee or Clerk know if supplies of cleaning/sanitising items are running low OR if you have suggestions about what is needed to make the use of the Meeting House Covid-19 safe and Friendly

THANK YOU FRIENDS.

We appreciate your assistance to help our community meet together again in our Meeting House.

For further information and assistance please contact:

Lorraine Thomson 0405 468 154
David Shorthouse 6247 5816