



COVID Safe Plan

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Organisation: Open Gardens Canberra

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Requirement	Actions
1. Register for Check in CBR and display your QR Code	Each open garden will register for a Check in CBR QR Code which will be displayed at two locations on reception
2. Encourage physical distancing	As people queue to enter a garden they will be reminded to maintain a physical distance using appropriate signage. Where appropriate volunteers will be seated 1.5m apart at the reception desk.
3. Provide hand sanitiser and encourage good hygiene	Hand sanitiser will be available on the reception desk. It will be the responsibility of the volunteers on reception to maintain supplies.
4. Wear face masks and other personal protective equipment	The wearing of face masks will be encouraged where appropriate and desirable.
5. Undertake regular cleaning and disinfecting	Volunteers will be responsible for wiping down the reception desk and equipment at the end of each shift. Vendors will be responsible for maintaining cleanliness of their locations.
6. Display COVID safe signage	Physical distancing reminder will be displayed near reception. This will incorporate a reminder to not visit if unwell
7. Adhere to capacity limits	Not applicable
8. Exclude staff and customers who are unwell	Volunteers will be advised to contact the coordinator if unwell to organise a replacement. Signage and newsletter will ask visitors not to attend if unwell.
9. Daily check in with employees and training	Volunteers will be provided with appropriate instructions.
10. Encourage contactless payments	Paying visitors will be asked to book and pay on-line. Vendors will, as much as possible, use contactless payments.