**COVID Safe Plan**

 Updated 7 October 2022

Organisation: Open Gardens Canberra

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| **Recommendation** | **Actions** |
| 1. 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. |
| 1. 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. |
| 1. Wear face masks and other personal protective equipment
 | Volunteers will be encouraged to wear face masks. |
| 1. 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.  |
| 1. Display COVID safe signage
 | Physical distancing reminder will be displayed near reception. This will incorporate a reminder to not visit if unwell |
| 1. 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.  |
| 1. Volunteer information and training
 | Volunteers will be provided with appropriate instructions.  |
| 1. Encourage contactless payments
 | In addition to accepting cash payments, paying visitors will be given the option to book and pay on-line through Eventbrite or to pay via Direct Deposit. |