

.....Men's Shed

Members COVID-19 Manual

This manual lists the procedures for members to follow whilst we are working under COVID-19 restrictions.

COVID-19 Virus.

This virus has been declared a pandemic. Good personal hygiene is important during this time as is the cleaning and disinfecting of work spaces and equipment. This virus is at least 10 times more lethal than the usual flu.

This guide provides advice that our shed has put in place to make our shed as safe as possible to attend. It is important that all these procedures be followed or you and the shed may be liable to fines and additional cleaning costs should any of our members get the virus. A deep clean that we would have to pay for if we are not following procedures is likely to cost us a minimum of \$10,000. Also, these procedures are required by our insurance company.

The virus is transmitted through close contact with an infected person and is typically transmitted via respiratory droplets produced when an infected person coughs or sneezes. It may also be possible to acquire the disease by touching a surface or object with the virus on it and then touching your own mouth, nose or eyes, but this is not thought to be the main way the virus is spreading. It is believed the virus may remain viable on a surface for many hours and potentially for some days.

Personal Hygiene

Personal hygiene is very important:

- Soap and water should be used for hand hygiene when hands are visibly dirty. Use an alcohol-based hand rub at other times.
- Cleaning hand also helps to reduce contamination of objects and surfaces that may be touched by other people.
- Avoid touching your face, especially your mouth, nose and eyes.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on or taking off gloves.
- Use of masks is not considered necessary if you are not infected. The masks supplied by the shed are for use to protect you from dust or fumes. If you want to use a mask because you think it may offer you additional protection from the virus then you are asked to provide your own.

Before Leaving Home

Before you leave home to go to the shed consider your health status. If you feel unwell, have a cough, sore throat, sniffles or a temperature above 37°C stay home.

If you are bringing your lunch or snacks from home bring it fully prepared as there is to be no food preparation at the shed. Obviously, there will be no Friday meals or BBQ on first Monday of month.

Visitors

Visitors for any reason can only enter by appointment. This can be arranged prior to arriving or by ringing (phone number), (at the gate, entrance or using the doorbell intercom when it is installed, whichever is applicable).

General

- There is a booking system in place to book your spot at the shed. This will be by ringing the Shed or writing your name on appropriate day list on notice board. It is envisaged that most will be able to attend on the days you want, as often as you want. Each day there will be 1 Supervisor, up to 19 members working and up to 2 working in administration.
- If you turn up to the shed without booking you may still be able to participate. Go to the flip board near office to check the numbers already present and check with the supervisor as to how many who have booked in have not yet arrived. If there are less than 19 members you can stay and work.
- If you are not able to attend a session you have booked please call us on (phone number) and let us know.
- If there are more thanpresent then breaks will be in shifts as the maximum number allowed in each area such as the dining room is.....
- Please maintain social distancing of 1.5 m and each person in 4 m².

Arriving at the Shed

- The gate will be open for pedestrian traffic only. If there is space on site you may open the left-hand gate to drive in but you can only park in designated places. There is to be only a single line of cars in the driveway. Go back and close the left-hand gate after you have parked.
- If you have previously booked your attendance after entering the gate proceed to office door where there will be a flip chart of numbers. Flip a number over so we have a tally of how many are in the shed.

- Do not sign the sign in book. Find the supervisor and advise him you have arrived. When our thermometer arrives he will take your temperature. If over 37°C you will need to go home. If you are staying, he will write your name and time of arrival on attendance sheet, discuss what work you will do and allocate a workspace to you. The supervisor will need to maintain maximum numbers in an area as listed at the end of this document.

Working at the Shed

- When you enter one of the Sheds wash your hands with alcohol rub or wash with soap and water and dry with the paper towel provided. Collect the tools and materials you will need. You can of course get other tools and equipment during the day.
- If you want to use a machine in the wood machinery room check that there are less than 4 members in there. If there are already 4 in there you will need to wait until someone leaves.
- When you have finished using a tool or machine use spray cleaner and paper towel to clean it. Also, if you are going to use a tool someone else has been using clean it with spray cleaner and paper towel before using.
- When you have finished working for the day you are required to clean up the bench and floor area where you were working and wash down the bench with spray cleaner and paper towel.
- Wipe tools with spray cleaner and paper towel as you put them back where they are stored.

Morning Tea and Lunch

- A maximum of 11 are permitted in the dining area. If there are more than 11 present the supervisor will allocate you to a tea-break or lunch shift.
- Moring tea will be 10 to 10.30 and second shift from 10.45. First lunch is 12 to 12.30 and second from 12.45.
- Tables and chairs need to be wiped down with spray cleaner and paper towel between shifts. Also wipe down biscuit, tea, coffee, sugar and milk containers.
- Use your own cups for drinks, including cold water.
- All cups will need to go through dishwasher at the end of the day.
- Make sure your name is written on the bottom of the cup so it can be replaced in its spot the next morning.
- Whilst in the dining room you may want to book other sessions you want to attend up to around a month in advance if desire. At the end of the day please follow the directions of the supervisor in cleaning and disinfecting all areas and our equipment. This includes cleaning and disinfecting floors, benches, equipment, toilet and kitchen.

Leaving the Shed

- When you are ready to leave, tell the supervisor who will record your departure time on attendance sheet.
- As you go past the tally board flip a number back.
- If you have parked on site open the right-hand gate, the same one you opened on entering, and make sure you close it when you have exited.

Conclusion

Thank you for your cooperation. This is all necessary for us to be compliant with the conditions we have to follow to open and have been developed using information provided by the State Government, Victorian Men's Shed Association and our insurers. By doing all this we are helping to reduce the likely hood of a second major wave of the disease spreading through the community.

Maximum numbers in areas.

Dining room

Workshop shed 2

Paint Shop

Metal Shop

Wood Machine Shop

Garden

Office

Resource Room

Members may work outside maintain social distancing of 1.5m and 4m² per person'

Thank-you for your co-operation.'