



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 estimated to cost 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.

CMS Committee highly recommends that Members intending to attend the Shed first have a flu injection and where applicable have the COVID-19 app installed on their mobile.

Personal Hygiene

Personal hygiene is very important:

- Soap and water should be used for hand hygiene upon entry to the Shed and as required. Soap and water are preferred rather than hand rub.

- As mobile phones are frequently handled and can be a source of contamination, we ask that they be cleaned with a wet wipe on entry to the shed.
- Cleaning hands 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 37.5°C, stay home.

Visitors

- Visitors are permitted entry to the Shed with Coordinators to ensure:
 - Visitor contact details (i.e. Mob Phone No) are recorded in the CMS Daily Log.
 - Visitor's temperatures are taken and recorded as well as hand washing and social distancing protocols followed.
 - CMS attendance numbers including visitors should not exceed the CMS limit of 40 (forty) people.

General

- The maximum number of people in the Shed at this time is 40 (forty) including the daily coordinators. No prior booking in required.
- Opening is from 0900am until around noon. Come early, once we reach 40 in the Shed you may be expected to wait until someone leaves. A quick phone call to the Shed before you set out will save frustration.
- Please maintain social distancing of 1.5 m and each person in 2 m².

Arriving at the Shed

- The small entry door will be the only access door to the Shed.
- Do not sign the sign in book.
- The daily Shed coordinator on duty will record your attendance. Your temperature will be taken and recorded. If it is over 37.5°C. you will need to go home.

- The coordinator will note your name and time of arrival on the daily log sheet, discuss what work you will do and allocate a small cleaning task to you to be completed prior to you commencing work to you.

Working at the Shed

- When you enter the shed, wash your hands wash with soap and water at the workshop sink. Use the electric hand drier rather than towels etc. Collect the tools and materials you will need. You can of course get other tools and equipment during the day.
- Sharing of personal protection items PPE should not occur. If required please bring your own safety glasses, ear muffs, welding helmet and gloves etc. The Shed will supply disposable ear plugs and dust masks if needed.
- 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

- To minimise the risk of cross infection and to reduce the massive cleaning impact, the Kitchen, Lounge, Office and Small Meeting rooms are all closed to members at this time. The toilet facilities will of course be open and will need to be cleaned daily.
- The Large Meeting room (referred to as the Craft/Library room) is open for use with a maximum capacity of six people at any one time.
- Tea, coffee, sugar, milk and disposable cups will be provided along with a kettle at the workshop sink area. If you wish to bring your own cup or mug, that will be fine, but please take it home with you at the end of each day.

Leaving the Shed

- When you are ready to leave, tell the supervisor who will record your departure time on attendance sheet.

Conclusion

Your Shed committee have not taken these decisions lightly. We have as our number one priority your health and safety along with that of your own family and colleagues at the Shed.

We recognise that these restrictions are onerous but further advise that we are unable to “bend” them. Please note that your attendance is confirmation of your acceptance and compliance with the terms of entry to the Shed

We shall continue to monitor this position going forward and of course will do all we are able in having the Shed return to normal at the first opportunity.

Now that the Shed is open again, come and enjoy the benefits and fellowship that it provides to us all.

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, Tasmanian Men’s Shed Association and our insurers. By doing all of this we are helping to reduce the likely hood of a second major wave of the disease spreading through the community.

Stay Safe, see you at the Shed soon,

Peter Norris, President, Aug 25th 2020