Election day stalls: COVID safe plan

NOTE: This plan is designed as a starting point for P&Cs to alter as required for their own event. It was developed in Oct 2020, to meet CHO requirements at that time. Think carefully about the current risks and what you will do to reduce them.

**A COVID Safety Plan must be in writing and available to be produced on request by compliance and enforcement officers.**

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| **Risks**  | **Mitigations**  | **P&Cs to** |
| Risk of transmission between volunteers | * Provide the COVID safe plan to all volunteers prior to event and have it available on the day.
* Alcohol sanitiser available at all times
* Volunteers not to attend if:
	+ they are unwell or
	+ are awaiting a COVID test result or
	+ have been in close contact of a positive test result
* If a volunteer(s) become unwell, they will be directed to go home.
* Allocate roles (ensuring that money and food handlers are separated, and a COVID supervisor to ensure COVID plan is adhered to at all times.
* Registered volunteers only, please do not bring additional family members.
* Ensure enough utensils for each volunteer and some spares, don’t share utensils
* Workspaces allow social distancing (1.5m)
* Gloves to be worn by volunteers and changed every hour
* Hands are to be washed and sanitised at least every hour and every time:
	+ gloves are changed
	+ cash is handled
	+ face, eyes, nose, mouth or hair is touched
	+ before and after eating
	+ after sneezing, coughing or blowing their nose
	+ after going to the toilet
* Masks are available for use
* Keep a record of each volunteers’ hours and contact phone number (sign-in sheet)
 | * Email COVID plan prior
* Have a COVID safe plan available on the day.
* Supply sanitiser, gloves, masks and cleaning products.
* Provide sufficient utensils
* Remind all volunteers of COVID plan by induction on the day.
* Allocate roles and workspace to registered volunteers.
* Keep records – sign-in sheet.
* Monitor volunteers throughout the day.
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| Risk of transmission between volunteers and the public  | * Clear entry and exit points with signage
* Customers to check in using the Check In App (school’s QR code)
* Physical distancing markers at 1.5 m
* Alcohol sanitiser available at all times, handwashing near-by.
* Signage to encourage the public not to attend if they are unwell
* Provide contactless service by using a ‘server’ such as a cutlery tray to hand over food. No food is passed into the customer’s hand.
* Where possible cashless transactions are preferred, exact cash payments encouraged.
* Cash handling role is separated from food handling – santising in between each customer.
* Physical barriers between volunteers and customers to support physical distancing of 1.5m
* After the event, ensure cleaning occurs of any indoor school areas used by P&C volunteers
 | * Provide signage at entry points to instruct attendees not to enter if they are unwell
* Provide clear signage of entry, exit and physical distancing markers
* Provide school’s QR code for check-in at entry
* Provide physical barriers
* Provide food ‘servers’ (contactless)
* Hand sanitiser for public use
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| Risk of transmission: customer to customer | * Ensure the placement of the stall and any potential queue does not interfere with access to and from the polling booth.
* Setup the stall using physical barriers to protect food preparation areas (including the BBQ) from possible contamination.
* Serving surfaces and high touch areas to be sanitized at least every hour, preferably more frequently.
* Specific volunteers to apply condiments (sauce) rather than letting customers apply own.
* Ensure all regular safe-food handling practices and requirements are adhered to.
* Ensure all products used to clean and sanitise meet health and food safety requirements.
 | * Allocate someone to clean touch points
* Volunteer for condiments
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Note that the vaccination mandate for school settings does not apply due to being out of school hours.