[Name] School P&C Contactless Fundraiser COVID Safety Plan

To prevent the spread of COVID the P&C Contactless Fundraiser is to comply with this COVID safety plan.

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|  | **What is needed?** | **How will you do this?** | **Timing** | **What supplies are needed?** | **þ** |
| **Health guidelines**  | check health guidelines for changes that may impact on business operations | monitor ACT health COVID-19 website and health guidelines for schools for changing advice (summarised [P&C Council COVID page](https://www.actparents.org.au/index.php/news1/item/443-covid)) | Before event & on day  | None. |  |
| **Collaborate with school**  | * Work with school in designing and planning event
 | * Ensure contactless pickup is outside of school hours.
* Design contactless fundraiser (i.e. mangoes, cherries, pies, etc)
 | In advance | * Online meetings with appointed school leader.
* System for contactless pick-up using school drive through
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| **Check-in** | * Ensure QR codes are located at points of entry.
* Remind staff/volunteers & attendees every day
 | * Print and place QR codes at points of entry.
* Remind staff/volunteers at briefings
 | For contact-less pickup | * School QR code – laminated [Stop, check in poster](https://www.act.gov.au/__data/assets/pdf_file/0009/1715814/Poster_Stop-You-Must-CheckIn-Poster.pdf) and temporary sign holders
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| **P&C Staff and volunteers**  | * Ensure minimal staff and volunteers are on-site
 | * Limit staff and volunteers by carefully planning the contactless collection of goods.
 | Ongoing |  |  |
| **COVID safe measures**  | * **Face masks** required inside for all adults, high school and college students unless exempt.
* **Contactless operation**
* **Exclude ill or unwell** people
* **Physical distancing on-site**
* **Contactless pickup**
* Hand sanitiser and hygiene
* Regular cleaning
 | * Signage and reminders (only if required to go inside rooms)
* Online sales (preferred) or forms and cash to school picked up by a volunteer once per week.
* Messages, reminders & signs
* Measure space – 1 person per 2 square metres.
* Use the school drive through to deliver goods directly to boot (asking everyone to remain in the vehicle)
* Provide sanitiser
* Clean all high touch surfaces regularly
 | Every day | * [Laminated face mask poster](https://www.covid19.act.gov.au/__data/assets/pdf_file/0009/1784853/PICC0000-Masks-Retail_Shop_Mandatory_-A4-Posters.pdf)
* Advise school community e.g. newsletter etc
* [Business hub resources (signs)](https://www.act.gov.au/business/business-resources) unwell signs & symptoms, physical distancing, face masks, maximum occupancy, hygiene
* Markers to indicate where to pickup goods
* Markers to indicate where volunteers/staff stand.
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Last updated 10 May 2022