[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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 |  |
| **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 | þ |
| **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. |  |

Last updated 10 May 2022