[Insert school/college name] P&C COVID-safe event plan

**NOTES:**

1. This template was developed by P&C Council for P&Cs **for events up to 500 people** as of 16 March 2021.
2. **Each P&C is responsible for considering the risks and safety precautions are appropriate for events using this template.**
3. **This template covers three common P&C events, but these can be duplicated and altered for other, similar events.**
4. P&Cs may use this template to guide the development of a COVID safe plan for events over 500 and submitted to ACT Health ([more information](https://www.actparents.org.au/index.php/news1/item/443-covid)).

**P&C Meetings**

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| **Risks** | **Safety precautions** | **P&Cs to:** |
| Transmission from and to attendees | * Make this COVID safe plan available to attendees prior to and at meeting. * Ensure all persons attending the meeting have signed in using the Check in CBR QR Code (provided by the school). * People are not to attend this meeting if:   + they are unwell   + have been within any hotspots within the last 14 days or   + are awaiting a COVID test result or   + have been in close contact of a positive test result. * Anyone who becomes unwell will be directed to go home. * Ensure hand washing facilities and alcohol sanitiser is available at all times. * Where attendees do not have a device to check in, they must be signed in by another attendee. * Attendees must ensure physical distancing of 1.5 m. * Meeting location must meet the density of 1 person per 2 m2. | * Email COVID plan prior * Have a COVID safe plan available at the meeting * Remind all attendees of COVID plan. * Have QR codes (provided by venue) available for Check In * Ensure attendees use the Check in CBR app. * Ensure physical distancing and density requirements are met. * Record attendance in the meeting minutes as usual. |

**P&C Disco (outside of school hours)**

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| **Risks** | **Safety precautions** | **P&Cs to:** |
| Risk of transmission from and to volunteers | * Make this COVID safe plan available to volunteers prior to and at event. * Ensure all volunteers for the event have signed in using the Check in CBR QR Code (provided by the school). * Volunteers are not to attend this event if:   + they are unwell   + have been within any hotspots within the last 14 days or   + are awaiting a COVID test result or   + have been in close contact of a positive test result. * Volunteers who become unwell will be directed to go home. * Ensure hand washing facilities and alcohol sanitiser are available at all times. * Where volunteers do not have a device to check in, they must be signed in by someone else. * Volunteers must ensure physical distancing of 1.5 m from each other and attendees. * Event location must meet the density of 1 person per 2 m2. | * Email COVID plan prior * Have a COVID safe plan available at the event. * Remind all volunteers of COVID plan by induction on the day. * Have QR codes (provided by venue) available for Check In * Ensure all volunteers use the Check in CBR app. * Supply sanitiser, gloves, masks and cleaning products. * Allocate roles and workspace to registered volunteers. * Keep records of volunteers (for child protection and work health and safety requirements). * Monitor volunteers throughout the event. |
| Risk of transmission to and from the public | * Clear signage for entry and exit points, including QR code (provided by venue) for Check In CBR App * Physical distancing markers at 1.5 m (for queues etc). * Ensure attendance is below 500 people. * Ensure alcohol sanitiser are available at all times and handwashing facilities are near-by. * Signage to encourage the students and families not to attend if:   + they are unwell or   + have been within any hotspots within the last 14 days or   + are awaiting a COVID test result or   + have been in close contact of a positive test result * Provide contactless service for any additional products (by using a ‘server’ such as a cutlery tray to hand over food etc. No food/items are passed into the customers’ hand. No shared food). * Ensure regular safe-food handling requirements are met where applicable. * Ensure high touched surfaces are cleaned regularly during the event with products meeting health and food safety requirements where applicable. * Where possible cashless transactions are preferred, exact cash payments encouraged. * Cash handling role is separated from food handling * Physical barriers between volunteers and customers to support physical distancing of 1.5 m. | * Provide signage and QR code (entry, exit, physical distancing markers, not to attend if…,) * Direct all attendees to Check In with App, including parents dropping off children * Provide physical barriers * Provide food ‘servers’ (contactless where applicable) |
| Risk of transmission | * Appoint a COVID supervisor (easily identifiable e.g. wearing high vis) to adhere to the COVID safe plan, by ensuring:   + that everyone Checks In with the App   + that any queue is physically distanced at 1.5 m,   + that all attendees have signed in using the Check In CBR app (noting that students under the age of 16 are exempt, but records of student attendance is required to meet other obligations).   + that cleaning and sanitising schedules are adhered to.   + attendance does not exceed 500; and   + density of 1 person 2 m2 is met. |  |

**P&C working bee**

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| **Risks** | **Safety precautions** | **P&Cs to:** |
| Transmission from and to volunteers | * Make this COVID safe plan available to attendees prior to and at the working bee. * Ensure all persons attending have signed in using the Check in CBR QR Code (provided by the school). * People are not to attend if:   + they are unwell   + have been within any hotspots within the last 14 days or   + are awaiting a COVID test result or   + have been in close contact of a positive test result. * Anyone who becomes unwell will be directed to go home. * Ensure hand washing facilities and alcohol sanitiser are available at all times. * Where attendees do not have a device to check in, they must be signed in by another attendee. * Attendees must ensure physical distancing of 1.5 m. * Working bee sites must meet the density of 1 person per 2 m2. Identify working bee sites prior to the day and develop a plan of work allocation to meet the density requirements. * Ask volunteers to bring their own tools. * If tools are shared ensure that they are sanitized between users. * Appoint a **COVID supervisor** (easily identifiable e.g. wearing high vis) to adhere to the COVID safe plan, by ensuring:   + that any queue is physically distanced at 1.5 m,   + that all attendees have signed in using the Check In CBR app   + that cleaning and sanitising schedules are adhered to.   + attendance does not exceed 500; and   + density of 1 person 2 m2 is met. | * Email COVID plan prior * Have a COVID safe plan available at the working bee * Remind all attendees of COVID safe plan on the day. * Ensure attendees use the Check in CBR app. * Ensure physical distancing and density requirements are met * Supply/arrange enough tools to avoid sharing * Provide santiser. |