



WESTERN DIVISION COVID-19 SAFE MEETING GUIDE



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Produced for Western Division
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WHERE LEADERS ARE MADE

COVID-19 Meeting Safe Guide

About this guide

This guide has been created for Western Division to aid clubs in returning to in-person club meetings.

Please use this template to formulate and document how your members and guests will maintain a safe environment and practices when you return to in-person meetings.

Local government requirements may differ across Western Division. Always refer to official government information as the authoritative source material

Each club is different, from the type of club, to the venue it meets in. This template is designed to be flexible to suit your individual club.

Creating the guide

Follow the four steps below to create your club's individual meeting guide.

Check with your club's venue to understand their requirements.

- Know the guidelines.*** Refer to local government and venue requirements to understand the necessary practices for group meetings.
- Discuss and consult.*** Club Executive meets to discuss the way to move back to in-person meetings. Involve members to get their input.
- Create the plan.*** Discuss and share details of the guide with members so everyone is aware of what to do and expect at club meetings.
- Implement and monitor.*** Follow your guide and adjust as required in relation to local government updates.

Important Resources

The following links are good sources of information on COVID-19, health and safety and Toastmasters meeting tips. Please check regularly for updates.

Local Government

Local government authorities may have different requirements and protocols.

Refer to your local government website for further information.

New South Wales:

<https://www.nsw.gov.au/covid-19>

Toastmasters International

The Toastmasters website has information on COVID-19 meeting practices.

<https://www.toastmasters.org/resources/news%20and%20announcements/covid-19>

District 90 Public Liability Certificate

The following link provides a copy of District 90's public liability certificate for 2021-2022.

<https://wdiv.org/wp-content/uploads/2021/07/Toastmasters-COC-to-31May22.pdf>

COVID-19 Training Course

The following link is for a free online COVID-19 Safety at work training course.

<https://www.sentrient.com.au/covid-19-coronavirus-courses>



Tips to Meet Safe

Good hygiene makes a Toastmasters meeting safe.

Consider these hygiene actions to prevent the spread of COVID-19:

Before the Meeting

- If you are not feeling well, stay at home.
- Practice social distancing as determined by local government requirements and the venue. Follow this in meetings and in breaks.
- Manage the meeting space. Increase distance between chair rows and create more aisles, if required.
- Use hand sanitiser with a least 60% alcohol. Have a bottle handy for members and guests.
- Increase the amount of fresh air in the meeting room by opening windows or changing air conditioning

During the Meeting

- Keep at least a metre distance from others.
- Cover your coughs and sneezes with a bent elbow or tissue, throwing used tissues into a closed bin right away. Then wash your hands or use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth as much as possible.
- Wash your hands with soap and water for at least 20 seconds after going to the bathroom.



- No handshaking. Use an elbow bump, bow or plain old smile.
- Wipe down high use objects, such as the lectern, during breaks.
- Do not share drink bottles, glasses, crockery or cutlery.
- Be careful of food and beverage preparation and consumption. Avoid serving foods where multiple hands will touch the food, eg. bowls of chips.

COVID-19 Meeting Safety Plan

Club:

Completed By:

WELLBEING OF MEMBERS AND GUESTS

Exclude people who are unwell from the premises.

Explain how you will do this

Provide members and guests with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Explain how you will do this

Display conditions of entry such as requirements to stay away if unwell.

Explain how you will do this

Business can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

PHYSICAL DISTANCING

Support 1.5m physical distancing where possible, including:

- At points of mixing and queuing
- Between seated groups
- Between staff

Explain how you will do this

Avoid congestion of people in specific areas where possible

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Explain how you will do this

VENTILATION

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

HYGIENE AND CLEANING

Face masks must be worn by members and guests in indoor areas, unless exempt.

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree:

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”

Clean frequently touched areas and surfaces several times per day.

Explain how you will do this

Consider having a NSW Government QR code available so that members and guests can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

“Check regularly for announcements and updates from local government authorities”



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<https://wdiv.org/>



<https://www.facebook.com/westerndivisiontoastmasters>



<https://www.facebook.com/westerndivisiontoastmasters/groups>

Acknowledgement to District 17 and District 73 for the information which helped to compile this booklet.