**Peninsula Wood Turners Guild Inc.**

CovidSafe Policy

Version Control

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# Introduction

The PWG is committed to provide a safe place to meet and carry out our shared interest in woodturning. This is outlined in the PWG Health and Safety Manual. This Covid 19 policy has been produced to address the additional issues presented by the Covid 19 pandemic and how it impacts on our ability to provide a safe work place. It should be read in conjunction with the PWG H&S Manual and the Victorian Government Covid 19 guidelines . As a consequence of the changing nature of the Government rules regarding the Covid 19 pandemic this policy may need to be modified from time to time. The need for this policy has become more urgent since the emergence of the Delta strain of the Covid 19 virus.

We also have the added risk that the majority of the Guilds members either are in, or close to the higher risk sections of the population.

# Responsibilities

While the PWG has the basic responsibility to put in place measures to protect the Health and Safety of members, while at the Guild, individual members also have a responsibility:

* For their own health and well being
* For the health and wellbeing of family and friends
* The community in which they live
* and their MATES at the Guild.

With the above in mind PWG members are **STRONGLY** encouraged, as soon as possible,

Get vaccinated if they have not already done so,  
Get the second dose if they have had the first,  
Talk to their GP, Pharmacist or medical professionals at the State Government vaccination sites if they have any concerns about vaccination.

PROOF OF DOUBLE VACCINATION WILL BE REQUIRED BEFOR ENTRY TO THE GUILD IS PERMITTED

# Signing in

Anyone wishing enter the PWG premises will be required to sign in using the PWG QR code displayed throughout the buildings. This will be in addition to the normal workshop sign in list and the Wednesday meeting register. If you don't have a smart phone there will be a paper Covid sign in sheet on the secretaries desk.

For those using the Service Victoria App there is a Favourites button where you can save frequently used locations. The PWG QR code could be saved and on arrival, find the PWG favourite, on your phone and your arrival time can be recorded without the need to scan the QR code every time.

# Protective Measures

# Masks

In line with the State Government Regulations, masks must be worn at all times while in the Guild buildings.

In the workshop normal dust eliminating masks may be used to replace surgical masks.

# Ventilation

Where practicable outside doors should be left open to improve airflow both in the Studio and the Workshop.

# Workplace Hygiene

PWG members must practice good hygiene at all times while at the Guild.

Hands must be washed :

* Before and after eating
* After coughing or sneezing
* After going to the toilet
* After touching potentially contaminated surfaces

# Social Distancing

In the Studio chairs will be spaced on a 1.5 metre grid and the number of members will be capped at 32 to conform with the density limits for our building.

In the workshop the number and placement of the lathes provides reasonably good distancing. However good judgement should be used not to congregate at the sign-in sheet, grinders, bandsaw, equipment cupboards, and pedestal drill.

The number of people in the workshop will be limited to those actually working on that day. Casual visits to the workshop will be banned.

# Kitchen

The PWG kitchen is a very small space and as such presents a risk of "close contact" with other PWG members.

For normal workshop sessions please limit the number of people in the kitchen to 2 at any one time. This can be achieved by slightly staggering lunch and morning /afternoon tea breaks. This rule will also apply to people requiring tea or coffee outside normal times.

For the Wednesday meeting the usual practice of having two members to serve tea and coffee will be strictly adhered to.

# General Health

Any member who is unwell should not come to the guild and should stay home until they are well again.

If a member has symptoms such as fever, cough, sore throat or shortness of breath they should seek medical advice and be tested for COVID-19. They should not return to the Guild until they have received a negative result of the Covid test.

Anyone who has had a Covid test should not come to the Guild until they have received a negative result.

# Cleaning

At the end of each workshop session any surfaces that are touched multiple times should be cleaned with a detergent and water solution or a disinfectant spray. These can include, but are not limited to door handles, light switches , work tops, cupboard handles etc.

In the studio any surfaces that are touched multiple times per session should be cleaned regularly.