

QNC Excursions, Activities and Meetings
COVID Safe Plan and Arrangements

CAMPS AND EXCURSIONS – Updated 23/09/2020

1. After obtaining legal advice, QNC is restricting the number of participants on excursions to 10. These restrictions may be lifted by the Chief Health Officer in the not too distant future.
2. To provide guidance to Council, excursion leaders and members, the QNC has adopted the Industry-approved COVID Safe Plan for Outdoor Recreation Activity Providers.
3. The COVID Safe Plan for Outdoor Recreation Activity Providers is about 35 pages, and covers many and varied outdoor recreation activities, including bushwalking, walking, bird watching, camping, four-wheel driving, nature play, and other activities usually conducted during a QNC excursion.
4. Here are links to this document and associated Fact Sheet:
[COVID Safe Plan for Outdoor Recreation Activity Providers](#)
[Fact Sheet Industry COVID-Safe Plan - Outdoor Recreation Activity Providers](#)
5. The Checklist at pages 33-38, which covers every activity listed in the Plan, needs to be checked off for the excursion, keeping in mind that some items on the checklist will not be applicable.
6. Extra factors for implementation at weekend camps and excursions
 - 6.1. Appoint a COVID-safe co-ordinator for the excursion, separate to the excursion leader.
 - 6.2. Have the “red sign” about the excursion being a COVID-Safe activity, and signed by the COVID-Safe co-ordinator.
 - 6.3. At the beginning of the excursion, a verbal reminder to everyone about maintaining social distancing and hygiene.
 - 6.4. Display the standard 4 COVID-Safe screening questions on the website, and request people not attend if they answer yes to any of these questions.
 - 6.5. Ask the standard 4 COVID-safe questions again at the beginning of the excursion.
 - 6.6. Maintain a full list of attendees on the excursion, and keep this for the required number of days (56). Appendix 2 p.31
 - 6.7. Ensure the First Aid Kit gets taken to the excursion.
 - 6.8. If someone develops symptoms during the excursion, request they self-isolate, and obtain medical advice re testing
 - 6.8.1. Provide the person with a mask if they do not have one.
 - 6.9. At Camps, the **communal toilets** are the highest risk areas. To maintain COVID-safe hygiene, the following procedures with the toilets will need to be implemented.
 - 6.9.1. Extra cleaning and hygiene supplies will be purchased and available for camp.
 - 6.9.2. Hand sanitiser will be available at each toilet.
 - 6.9.3. Hand washing to be conducted at own camp.

- 6.9.4. Disinfectant spray will be available for use at the toilets.
- 6.9.5. Alcohol spray will be available to spray the entry door and zip.
- 6.9.6. Additional cleaning of toilets to be conducted 4 times a day.
 - 6.9.6.1. Cleaning procedure taken from Toowong Uniting Church cleaning list.
 - 6.9.6.2. Gloves, alcohol wipes, Chux cloths, will be provided for this.
 - 6.9.6.3. Clean toilets – disinfectant spray and Chux. Wipe all hard surfaces, including the toilet seat and lid.
 - 6.9.6.4. Spray alcohol spray on all touchable surfaces of the toilet tent, with special attention to the entry door and zip.
 - 6.9.6.5. Dispose of gloves and used Chux cloth into plastic bin bag, and tie bin bag at top and put into a bin to remove from camp.

Other Key Documents include:

Movement and Gathering Direction (No. 4)

Restrictions on Businesses, Activities and Undertakings Direction (No. 5)

COVID-19 Qld Government Translations and Resources

COVID-19 Qld Government Roadmap to easing restrictions

World Health Organisation Q&As on COVID-19 and related health topics

GENERAL MEETINGS

1. Are covered by the Uniting Church Hall Hirer's Safety Plan. This is a template provided by the Uniting Church, with QNC details and processes included.
2. The attached document "Additions to QNC Safety Plan for Hire of Toowong Uniting Church Hall" require endorsement by Council.
3. Toowong Uniting Church (TUC) Cleaning Schedule for Hall Hirers needs to be implemented at the end of each meeting.
 - 3.1. See cleaning schedule attached.
 - 3.2. Cleaning products will be provided by the venue.
 - 3.3. Someone from TUC will attend the General meeting to explain cleaning requirements.
4. Action items for the successful COVID-Safe operation of the General Meeting include
 - 4.1. Having the COVID-Safe sign visible at entry.
 - 4.2. Having the 4 COVID-Safe screening questions visible at entry.
 - 4.3. Volunteers to conduct the Pre-screening and Registration desk to be less than 70 years of age.
 - 4.4. When people arrive for the meeting, 2 people will be in the outside area to ask everyone the 4 standard COVID pre-screening questions. If anyone answers YES to any of these questions, they will be requested to go home, to self-isolate, and they will be informed they are not able to attend the meeting. Details of people who respond YES will need to be kept.
 - 4.5. Members need to pre-register to attend the meeting. A print-out of registered members will be at the registration table. One or two members will mark as

present those who attend the General meeting. The regular sign-in book will not be in use at the meeting.

- 4.6. Hand-gel will be at the Registration Table for all members to use on entry to the venue.
 - 4.7. Chairs will be positioned for couples to sit together, and single chairs also, with 1.5m between these.
 - 4.8. At the beginning of the meeting, a verbal reminder to everyone about maintaining social distancing and hygiene.
5. At the commencement of the meeting, members will be reminded of social distancing and hygiene requirements.
 6. The Kitchen will remain closed.
 7. Photo competition arrangements
 - 7.1. The highest risk for not maintaining 1.5m distance between people at the September General meeting is during the judging of the photos for the 2021 calendar.
 - 7.2. Photos need to be positioned with 1.5m to 2m between rows of photos. And 1.5m needs to be maintained between people when they are viewing the photos. Coloured tape on the floor will possibly assist with this.
 - 7.3. Whilst having an enjoyable time is important, maintaining social distancing during the photo judging needs to be maintained.

COUNCIL MEETINGS

1. For Council Meetings to be held at Perrin Park, Toowong, Council needs to endorse a COVID-Safe plan for other meetings.
2. We will look to adapt the Toowong Uniting Church plan for Council meetings, to make it relevant for the Council meeting.
3. This is yet to be done.

Sally Johnsen
President
Queensland Naturalists' Club
1 September 2020