

# Eastern Woodturners Inc

## Procedures for operating during the COVID19 pandemic

Now that restrictions are being eased the club workshop will be open on a limited basis with effect from 1<sup>st</sup> July 2020 subject to the following conditions and protocols:

1. The club workshop will open on selected Wednesday evenings and weekend mornings.
2. Club facilities will only be available for use by fully paid-up members.
3. A minimum of three and a maximum of six members will be allowed to attend. The members will need to pre-book on a "first in, best dressed basis" or as otherwise determined by the committee.
4. One of the attendees, most likely a committee member, will act as supervisor. The Supervisor will not undertake woodturning activities but will ensure that the session is conducted according to these procedures and that the risk of COVID transmission is minimised. However, Individual members remain responsible for their own health and safety.
5. It is highly recommended that attending members have had a flu vaccination for the current season and have the COVID safe app running on their phone while they attend.
6. All members will sign in on a new register to facilitate tracking and tracing that may be required.
7. All members attending will be required to declare that they:
  - Are not feeling unwell
  - Do not have any cough, cold, flu, sore throat or fever symptoms
  - Have not been in contact with a known COVID19 case in the last 14 days
  - Have read and will comply with these 'Procedures for operating during the COVID19 pandemic'
  - Understand that there is still a risk of COVID transmission even with these procedures in place
8. Members who are unable to make this declaration will not be allowed to attend.
9. Appropriate distancing must always be maintained. In practice, there will be one unused machine between each working machine or a distance of at least 1.5m.
10. Frequent hand cleaning is recommended, hand sanitiser will be provided. Members are also encouraged to bring their own hand sanitiser to minimise the handling of sanitiser containers.
11. Members need to bring their own tools and PPE. Club tools and PPE are off limits until further notice.
12. The kitchen area is off limits except for handwashing; soap, paper towels etc will be provided. Members requiring refreshment should bring their own and eat/drink outside.
13. In addition to normal clean up at the end of the session, all machines will need to be wiped down with the sanitising solution provided with special attention paid to frequently touched surfaces such as handles knobs and switches.
14. Other surfaces, doorhandles, light switches etc will also need to be sanitised.
15. Cleaning waste to be bagged-up at end of session and taken home by one of those attending for disposal.
16. The supervisor will be responsible for ensuring that the session is conducted according to these procedures and will sign the register at the end of the session to confirm that to the best of their knowledge, that was the case.
17. Any member who is repeatedly and/or wilfully non-compliant with these procedures will be required to leave. The supervisor is empowered by the committee in this respect. Serious breaches of these rules may result in disciplinary action against the member according to the club's rules.