**Convenor / Member / Visitor Meeting Checklist**

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| **Essential Pre-Meeting Preparations** | Remind member participants to:   * RSVP ahead to ensure numbers remain within permissible limits for space provided. * Stay at home if unwell or showing signs of a temperature, fever, cold or cough. * Bring a mask for wearing inside if regulations require. * Bring personal cup, milk, beverage, sugar and food. * In the event that regulations require, participants are to bring a letter from GP if exempt from wearing a mask. |
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| **Essential Tasks** | In the event of a further lockdown, cancel meetings until further notice. |
|  | Remind members to:   * keep at a safe distance from one another (1.5m). * complete the registration form correctly, * follow safe practices and guidelines particularly hand and cough hygiene * not share food, * sit in designated spots, * dispose of used paper towel, wipes, papers into bins provided * register separately if they must move from one garden site to another |
|  | Windows are to be opened or air conditioning is turned on immediately upon entering the building. |
|  | Masks are to be worn inside by all members at all times accept when eating or drinking. |
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| **Essential Tidy Up Tasks** | All designated members to:   * Wash up using hot water and detergent. Dry implements with paper towel provided. * use sanitiser wipes or methylated spirits spray to wipe down table and chair surfaces, bathrooms sink and benches, kitchen sink and benches, handles of doors, cupboards, refrigerator and kettle. * Close opened windows or turn off air conditioner. * Check whether soap dispensers, or methylated spirit wash need topping up. |
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| **Matters to note:** | Any **OH&S** type incidents should be immediately reported to the RBGV Chief Warden, via Visitor Centre 5990 2200  **Supplies** running short: contact Helen Kennedy  Secretary CFRBGV mailto:hmken1@bigpond.net.au |