
North Brisbane Lapidary Club Inc.

NBLC

Covid-19 Club Re-Opening Protocol

Version 2020.2

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1. Purpose

The committee is attempting to re-open the club under the relevant legislation, policies and rules from the federal and state government.

The government is proposing to permit gatherings of up to 20 people in public spaces and sporting venues from 12 June onwards. We have sought confirmation from Leanne Linard that we can re-open the club. This has been confirmed but we do have to follow the rules currently in place.

In order for our club to reopen the following protocol has been discussed and will be implemented in order to re-open the club to members who wish to use the club's equipment.

2. Message from the Committee

The following rules might seem harsh and too strict but we prefer starting out this way and ease as we gain more experience. One person might not deem Covid-19 a threat but another does. We had to find a way that would satisfy the rules and protect our members.

Should you not agree with these rules or feel that they are not going far enough we recommend that you stay at home for the time being.

3. General – Well Being

You should not be attending the club house or any of the work sessions ...

- If you, or someone in your close environment, feel sick have a cough, cold or temperature
- If you or someone in your close environment has travelled in the last 14 days.
- If you or someone in your close environment is undergoing testing for Covid-19
- If someone close to you has been tested positive for Covid-19 for 14 days after that person has been cleared
- If you have been tested positive for Covid-19 until you have been tested negative

4. Duty Officer - Amended

Due to the nature of Covid-19 and its impact on the older segment of the population we cannot force the current duty officers to step up and open the club and ensure that the Covid-Protocol is complied with.

We therefore accept any member volunteering to be duty officer of a work session.

The duty officer can be a person being duty officer only or a member attending the silver work session.

The duty officer has the authority on the day and instructions are to be followed at all times.

Due to the limited number of attendance and the cost for the cleaning products duty officers who wish to attend the club as duty officers only and not work, are required to pay the session fee and participate in the cleaning regime.

5. Work Sessions

As we will limit the attendance to 13 (14 with duty officer) per session – see more information below – we will open the club whenever we have a volunteer to stand in as duty officer.

A roster will be emailed. The only fixed work session times are those of our regular work sessions, which are

Monday 7pm – 9.30pm

Tuesday 7pm – 9pm

Wednesday 9am – 12pm

Friday 7pm – 9.30pm

All other times will be set by wish of majority. However, no session can be held unless we have a volunteer stepping forward to act as duty officer.

6. Attendance - General

As per government regulation no more than 20 people are allowed in public spaces from 1 June onwards. As long as social distancing (1.5m and the 1 person / 4sqm) applies, we will not be able to have more members attending the club even if the government relaxes the attendance numbers.

Non-working members or social attendance will be asked not to attend the club. The numbers are based on spaces in the work areas and no consideration has been given to social members.

Total Members per work session: 13 working members + 1 duty officer

7. Attendance – Area Specific

Area	Number of people	Specifics
Faceting Room	2	Use machines diagonally opposite in room
Cabbing Area	Grinders: 2	<ul style="list-style-type: none"> • Every second wheel to be disabled / marked as not to be used • There will be <ul style="list-style-type: none"> ○ 1 x 80 grinding wheel ○ 1 x 120 grinding wheel ○ 1 x 220 grinding wheel <ul style="list-style-type: none"> ▪ The 220 grinding wheel can only be used if there is no one at the 280 polishing wheel
	Polishing wheels: 2	<ul style="list-style-type: none"> • There will be only 1 of each grit polishing wheel. • The outer wheels are free to be used • Only 2 people per polishing wheel at a time • Either side by side on the outer wheels; or • Diagonally to each other • The 280 wheel can only be used if no-one is using the 220 grinder
	4 wheel machine: 1	Machine directly beside window to be used
Saw Room	1	
Silver Smithing	6	<ul style="list-style-type: none"> • 2 members diagonally to each other at the tables • 1 member each per bay of the high tables
Accessing tools	1	<ul style="list-style-type: none"> • Every station will have one of the red tool boxes for the basic tools available; • Other tools to be taken 1 person at the time; • Do not rifle around in the tool cabinet or you will have to clean ALL tools you have touched
Tool Area	1	The area where the foredoom, cutter and vices are to be accessed by 1 person at a time
Soldering / Kiln	1	
Polishing Area	1	
Kitchen	1	<ul style="list-style-type: none"> • Tea and Coffee, cups / mugs & spoons will be on bench • Milk in the fridge. Fridge handle to be wiped
Library	CLOSED	Until we work out how to disinfect books & magazines, the library will be closed.

Cabbing Area - General

- The wax pot to be relocated to a more accessible position – middle of room
- The sink only to be used if no one is at the wheels behind the sink.

8. Who can attend

As we can allow only restricted numbers attending the club, we will send out a roster. Members interested in attending the club to send email / text to K. Hayston indicating which day(s) they are interested in attending. [email: treasurer@nblc.com.au; phone: 0434 287 518]

Once the roster has been completed – it will be published and only members on the roster can attend the club house on the day.

If there are more members interested in a session without nominating alternatives, members will be allocated a session.

There will be neither social attendance nor a casual “drop-in” at the club.

Members who are not on the roster cannot attend the club.

Principles for fairness of attendance

- A list of members wanting to attend will be created
- Each member can attend once until everyone on the list has attended and then the list starts again.
- Allocations from the list must consider when each member can attend

9. Work Session Fee - Amended

As there will be **NO cash handling** at the club, work session fees have to be paid in advance via bank transfer. Members can purchase a minimum of 5 sessions in advance but can pay for more.

Prior to the club opening, a paid card will be created for each member that has paid. The duty officer will ‘clip’ the cards for each attendance.

Members who are not willing to pay for work session in advance will not be able to attend the club.

All members who are rostered to attend a work session have to pay the session fee. Members rostered who are not attending without 24 hour prior notification will be charged the session fee.

Members who volunteer to instruct do not pay the session fee if they are actually rostered as instructors and have students to instruct on the day.

10. Silver Sale

There will be NO silver sale during the work sessions. Members who wish to purchase silver will have to pre-order via email or text. The orders will be prepared once a week and will be available at the next attendance of that member. Payment for silver purchases only via bank transfer before silver handed out.

The day of preparation of silver orders has yet to be determined as we need a volunteer doing so.

11. Entering Club

- The duty officer is the first person to enter the club. Before any other members are allowed inside, the duty officer has to be given time to switch on all lights and power points. It is up to the duty officer to wipe these after he switches them off at the end of the session.
- The duty officer of the session has to ensure that only 1 member at a time enters the club at a time. Social distancing outside to be observed at all times;
- Duty officer to ensure that member is on the roster;
- Member to immediately wash their hands at the sink in the silver section, as per laminated document “how to wash your hands”
- Duty officer to clip the pre-paid card – clipper will be provided. All pre-paid cards can be collected by members on their first rostered attendance
- Following washing their hands, member to sign in – using their OWN pen

12. Cleaning

The club has made cleaning and disinfecting products available.

- The paper towels are to be disposed of after each use in the provided bags. The bag to be deposited in the rubbish bin.
- The cleaning solution is a Viraclean – water mix and has to be prepared prior to every work session as per instruction.
- Every member has to clean his / her individual work station and tools immediately after use.
- Tools are to be wiped down before returning them to their place
- High-traffic areas are to be cleaned / disinfected after each individual use
- Switches are to be cleaned after last use by the duty officer
- Fridge handle to be cleaned after each use
- Door handles to be wiped down before end of session

As we will need to clean not only the individual work areas but also general areas, we have suggested that the general areas are to be assigned to members via lottery.

Once all members of the session are in attendance, the duty officer will draw numbers to assign the cleaning areas for the members.

The following General Areas have been identified and will have to be cleaned after every session:

- | | |
|---------------------------------|---|
| 1 – Kitchen | 6 – Tool Cabinet & Silver Bench |
| 2 – Female Toilet | 7 – Saw Room |
| 3 – Male Toilet | 8 – Tables in middle of Capping Room & Sink |
| 4 – Soldering Bench & Kiln Area | 9 – Polishing Stations |
| 5 – Tool Area | 10 – Floors |

Once all members have signed in for a session, the duty officer will draw which area a member has to clean. The numbers will correspond with the identified areas. If there are less members in attendance than areas to be cleaned, priority will be given to the areas as per numerical order.

13. Consequences

Any member deliberately not following the protocol, social distancing rules and refuses to clean may be excluded from work sessions until the restrictions have been removed.

It is up to the members attending a work session to determine if a member has been in breach of the protocol. The duty officer of the work session will then report this to the committee.

The committee will talk to the offending member and issue a one-time warning.

Further breaches will result in the member being removed from further attendance rosters until the restrictions have been removed and the club has returned to “normal” operating procedure.

14. Acceptance of Protocol

It is a pre-requisite of any attendance at work session that members accept this protocol by signing the following and returning the signed page via email to nblctreasurer@gmail.com

I, _____, Membership No _____ hereby declare that I understand and accept the “NBLC – Covid-19 Club Re-Opening Protocol” as outlined on the pages 1 – 8 and that I accept the consequences should I be found in breach of the same.

Signature

Date