

North Brisbane Lapidary Club Inc.

NBLC

Covid-19 Club Protocol

Version 2020.2

Contents

1. Purpose	3
2. General – Well Being	3
3. Duty Officer	3
4. Work Sessions	4
5. Attendance - General	4
6. Attendance – Area Specific	5
7. Who can attend	6
8. Work Session Fee	6
9. Silver Sale	5
10. Entering Club	5
11. Cleaning	5
12. Acceptance of Protocol	7

1. Purpose

The committee is attempting to update the Covid regulations under the relevant legislation, policies and rules from the federal and state government. **We do have to follow the rules currently in place.**

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

2. Message from the Committee

The following rules might seem harsh and too strict. 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, upper respiratory tract infection 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 and Instructors

- It is the responsibility of the Duty Officer and Instructors to ensure Covid protocols are being followed.
- 1-5 meter social distancing
- To wear a mask where social distancing cannot be observed.
- To ensure cleaning protocols at the end of each work session are being adhered to.

5. Work Sessions

As we will limit the attendance to 25 which includes a duty officer per session and 3 Instructors – 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	7 pm - 9.30 pm
Tuesday	7 pm - 9 pm
Wednesday	9 am - 12 pm
Friday	7pm -9.30pm

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

6. Attendance - General

As long as social distancing (1.5m and the 1 person / 2sqm) applies, we will not be able to have more members attending the club. This may change if the Government reintroduces the 1 person/ per 4sqm rule

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: 21 working members + 1 duty officer + 3 Instructors =

7. Attendance – Area Specific

Area	Number of people	Specifics
Faceting Room	2	Use machines diagonally opposite in room
Cabbing Area Including Opal Machines	Grinders and Polishing wheels: 10 plus Instructor	Members must wear a mask if they cannot socially distance whilst working at the wheels. Members must wear a mask if two people are using the opal grinders at the same time
Flat Lap	1	<ul style="list-style-type: none"> If two members are working at the opal grinders the flat Lap cannot be used. If one member is working at the opal machine the flat lap may be used but both members are to wear masks. Members are asked to be mindful about sharing this space and not to hog the machines
Saw Room	1	<ul style="list-style-type: none"> Only 1 person at a time. Please read Instructions placed on Window and door of the saw room
Silver Smithing	9 plus 2 Instructors	<ul style="list-style-type: none"> 2 Members each per bay at high benches 3 members at large Table near showcase 2 Members only at low table near sliding door toPatio Members and Instructors must wear a mask if youcannot observe social distancing of 1.5 metres
Tool Area	1	The area where the foredoom, cutter and vices are to be accessed by 1 person at a time
Soldering / Kiln	2	
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 • Electric Jug handle to be wiped
Library	Open	<p>Follow the printed protocol in the Library</p> <p>Duty Officers receiving returned books must place them in a Plastic bag and mark the date of return on the bag and place it in the box provided under duty officers desk.</p> <p>If you wish to just browse a book in the Library please sanitize your hands before touching any of the books.</p>

8. Who can attend

As we can allow only restricted numbers attending the club, we will send out a Weekly roster. Members can now make their own bookings on the club website. Remember if you cannot attend your booked session please cancel your booking as soon as possible on the club website. This will enable other members to book for the session if it was previously full.

Once the roster has been completed – it will be published on the Sunday before the week commences.. Last minute bookings are now available and can be made on the website and viewed by the Duty Officer on the Tablet at the Duty Officers desk

There will be no social attendance at the club.

Members who need to drop off or pick something up may be allowed at the club for no longer than 15 minutes.

Principles for fairness of attendance

- If work sessions are being fully booked a principle of fairness will be required. For those who book multiple sessions you may find that one of your sessions is cancelled by the Roster Administrator and you will be notified of such a change.

9. Work Session Fee

Cash will be now be accepted and we can also facilitate card payments. Sessions can be paid individually and also paid in advance. The Duty Officer will assist in this procedure.

If sessions are paid in advance a paid card will be created for each member that has paid. The duty officer will 'clip' the cards for each attendance.

Duty Officers ,Instructors and those members giving their time to do club work do not have to pay a work session fee. All other members attending a work session have to pay the session fee

10. Silver Sales

Silver will be on sale during the work sessions.

Cash will be accepted as well as Electronic Fund Transfer via the clubs square system

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 on entry may use the Queensland Government QR Login at front entrance (This is not yet compulsory but is recommended)
- Member to immediately sanitise their hands at the front counter
- **Members will then sign in on the sessions attendance sheet and report to the Duty Officer to be logged on for the session before you start work**
- Duty officer to clip the pre-paid card or accept cash payment for the session.

12. Cleaning

The club has made cleaning and disinfecting products available.

The Duty Officer and Instructors have a responsibility to make sure the cleaning protocol is followed

- The paper towels are to be disposed of after each use in the provided bags. The bag to be deposited in the outside rubbish bin.
- The cleaning solution is **SAN-e-SCRUB** a blue solution in spray bottle
- Every member has to clean his / her individual workstation 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
- Door handles to be wiped down at the end of session

Areas to be cleaned are now marked on the sign-in sheet by the Duty Officer Please Initial that you have cleaned the area allocated to you when you sign out.

Duty Officers please assign cleaning of mens toilets to a male member.

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

Duty officer to clean Duty Officers desk and electronic IT equipment.

- | | |
|---------------------------------|---|
| 1 – Kitchen | 8 – Floors in Silver section to be swept |
| 2– Female Toilet | 9 – Polishing Stations in cab room |
| 3– Male Toilet | 10 – Saw room and sink |
| | 11 – Tables in middle of Cab room |
| 4 – Soldering Bench & Kiln Area | 12 – Dopping bench and sink |
| 5 – New Tool Bench against wall | 13 – Cab room floors to be swept |
| 6 – Silver Bench and sink | 14- .Rubbish bins to be emptied after cleaning has finished |
| 7 – New Tool Bench against Wall | |

Once all members have signed in for a session, the duty officer will note on the sign in sheet 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 high traffic /used areas

13. Consequences

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 Management Committee will talk to the offending member and issue a warning.

14. Acceptance of Protocol

It is a pre-requisite of any attendance at a work session that members accept this protocol by signing the following and returning the signed page via email to info@nblc.com.au. Or print and return to the Duty Officer

I, _____, Membership No ___ hereby
declare that I understand and accept the “NBLC – Covid-19 Club Protocol” as
outlined on the pages 1 – 6.

Signature Date