



Inkmasters Cairns COVID Safe Plan

1. OPENING - the workshop reopened on 1 July 2020

a. The workshop will initially be open for individual access for qualified **Inducted Professional Members** including artists-in-residence. Supervised access is also offered. Other access will be advised according to the Stages in the Queensland Government Roadmap. **THE MAXIMUM NUMBER OF ARTISTS IN THE WORKSHOP AT ANY ONE TIME WILL ADHERE TO SAFE DISTANCING GUIDELINES.**

c. Number of people permitted in the workshop and in each room will be posted at the entry to the room or workshop.

d. Opening hours: Monday 10-2 | Tuesday 1-4 | Wednesday 9-4 | Thursday 10-3 | Friday 10-3 | CLOSED Saturday - Sunday

e. The number of people who can gather in the garden must adhere to the current Queensland Government Covid Roadmap Stage.

2. BOOKINGS ARE ESSENTIAL

a. Entry to the studio is by prior booking only – **please use** [Contact Us](#) or [Email](#)

b. If urgent text or call volunteers

Monday booking: 0439733166 | 0466878421

Tuesday - Wednesday booking 0415127089 | 0439996141 | 0412369662

Thursday-Friday booking 0439996141 | 0412369662

3. PERSONNEL

a. Hygiene Officer – Responsible for oversight of implementation of the plan - Theo Tremblay - 0415127089

b. Purchasing Officer – Laurel McKenzie - cleaning materials and equipment – hand sanitizer, soaps, wipes, disinfectant, rags, paper hand towels, cleaner special needs

c. Volunteers and cleaner – Roster for cleaning to be noted and signed off.

4. HYGIENE

a. Don't come to the workshop if experiencing flu like symptoms, a cold, or feeling otherwise ill. Isolate at home and call Queensland Health 13HEALTH (13 43 25 84)

b. Hand sanitizer* and soap stations, are supplied at entry and throughout the workshop. Ensure they are used.

c. Workshop users must purchase their own sanitized wipes as a condition of access.

5. SAFE DISTANCING

Adhere strictly to numbers permitted in each room or area and maintain safe distancing as permitted by Queensland current Government regulations.

6. VENTILATION

Ensure as many windows and doors as possible are open to ensure good ventilation. The front doors should be kept closed to prevent unauthorised entry.

7. CLEANING

A Cleaning roster is to be maintained - (Duties, Responsibilities, frequency & sign off)

a. **Frequently used surfaces:** DAILY with disinfectant when the workshop has been used: clean and disinfect frequently used surfaces such as benchtops, tables, doorknobs, switches, press wheels, chairs, stools, personal items such as phone, purses, keys. Disinfect your work space and tools prior to use for extra safety.

b. **Minimally used surfaces** – floors (mopped with disinfectant or bleach solution weekly), ceilings, windows, walls,

- blinds, curtains, walls, cleaned when visibly dirty
- c. Sinks and drains cleaned regularly
- d. Use cleaning rags for one print session only and discard into lined bin and into rubbish bin daily
- e. All used materials to be placed in bins provided for waste, including oily waste
- f. Area to be left clean and tidy, tools and inks returned to their storage areas after wiping
- g. Gloves may be used for anti-virus protection but they are no protection against touching the face
- h. Paper towels to be placed in plastic lined bin and emptied daily
- i. Cleaners should wear gloves and masks for extra protection

8. WORKSHOP USERS

- a. Sign in and out with times and provide contact telephone number and email
- b. Sign updated Waiver which includes COVID SAFE compliance agreement
- c. Workshop users are to provide their own materials and tools and clean with sanitized wipes. If using workshop tools ensure they are sterilized prior and after use with sanitized wipes.
- d. No equipment loan policy.
- e. No cash policy – pay by direct debit or PayPal
- f. Inducted member artists only
- g. People in vulnerable categories to consider the risk of attending the workshop

9. KITCHEN and FOOD

- a. **The kitchen is closed until further notice**
- b. All food and drinks must be brought onsite and rubbish placed in wheelie bin outside the workshop.

10. SIGNAGE

- a. Booking the workshop
- b. Sign in procedures
- c. Safe distancing
- d. Entry Exit strategies/markings/knock on the door prior to entry
- e. Sanitization procedures
- f. Number permitted in the workshop and each room
- f. Contact details

11. COMMUNICATION PLAN

- a. Email COVID SAFE PLAN to all members
- b. Publish opening hours and restrictions
- c. Hard copy COVID SAFE PLAN copies held in workshop and pdf on the website

12. CONFIRMED INFECTION PROCEDURE

- a. In the event of a member, volunteer, contractor or visitor falling ill at the workshop or being advised that they have tested COVID positive, InkMasters will call 13HEALTH (13 43 25 84) for advice. Inform members and others about possible exposure to a confirmed case of COVID-19 but ***maintain confidentiality***. Advise people who have attended the workshop to seek immediate medical advice if they develop symptoms or are concerned about their health.
- b. Close contacts with someone diagnosed with 2019 novel coronavirus (2019-nCoV) will be contacted daily by Queensland Health while they are at risk of infection to monitor for symptoms.
- c. Queensland Health will advise any further action Inkmasters should take including deep clean requirements.

13. PENALTIES under the Public Health act

Section 362D of the Public Health Act 2005

PART 2 – PENALTIES A person to whom the direction applies commits an offence if the person fails, without reasonable excuse, to comply with the direction.

A person to whom a public health direction applies must comply with the direction unless the person has a reasonable excuse.

Maximum penalty—100 penalty units - \$13000 With one unit equalling \$133.40

14. PLAN UPDATES

a. The plan will be updated from time to time to comply with Queensland Government directions as well as operational changes which may be required as we learn to manage this new environment. Please contact us should you require more information. www.inkmasterscairns.com inkmasters.cairns@hotmail.com

***NOTE:** Work Cover advises that alcohol-based hand sanitizers, used as a control measure against the risk of transmission of COVID-19, have some ingredients that can be considered hazardous chemicals. For example, ethanol and isopropanol are flammable liquids and can cause severe eye irritation, and hydrogen peroxide is corrosive to the skin and eyes.

USEFUL SITES AND INFORMATION

ABC'S CORONACAST PODCAST

Coronacast is a podcast that helps to answer your questions about coronavirus or COVID19.

The podcast breaks down the latest news and research to help you understand how the world is living through an epidemic.

Information for close contacts of a confirmed case

https://www.health.gov.au/sites/default/files/documents/2020/01/novel-coronavirus-information-sheet-for-people-who-have-had-close-contact-with-a-confirmed-case_1.pdf

Workcover Queensland

<https://www.worksafe.qld.gov.au/news/2020/coronavirus-covid-19-workplace-risk-management>

[Click here to visit more information about Coronacast.](#)

CORONAVIRUS (COVID-19) RESOURCES – DEPARTMENT OF HEALTH

Download a suite of resources provided by the Federal Department of Health: www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources

COVIDSafe APP

National Cabinet continue to encourage Australians to download the COVIDSafe app to ensure that we can protect Australians and reset baseline restrictions. More than 5.3 million Australians have already downloaded the COVIDSafe app.

[Download the COVIDSafe app for iPhone](#)

[Download the COVIDSafe app for Android](#)