ARTS AND CULTURE GUIDELINES - CHECKLIST

Once you are open

Checklist for staff and volunteers

- Wash your hands thoroughly with soap and water for at least 20 seconds at minimum:
  - On arrival at work
  - Before handling food and at the start and end of each meal break
  - Before and after touching a customer or their belongings
  - After handling money or bank cards
  - Before leaving work
  - After smoking, coughing, sneezing, blowing their nose, eating or drinking, and using the toilet
  - After touching hair, scalp, mouth, nose or ear canal
  - After handling rubbish and other waste
  - Before and after cleaning
  - Before and after removing gloves (if used).

- Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.

- If you have symptoms, get tested for coronavirus (COVID-19). Stay in isolation at home until you get the result and it is negative for COVID-19.

- You are encouraged to complete the Staff Coronavirus (COVID-19) Health Questionnaire before every shift and provide to the shift manager for recordkeeping.

- Be rigorous in maintaining the new cleaning and sanitising schedule (for example, touch points such as tables and counters need to be cleaned and sanitised before and after use by staff and patrons).