

# A checklist for returning to face-to-face delivery of OSHLSP's

Each OSHLSP will have unique elements that require careful consideration when transitioning back to face-to-face delivery of your programs. Below is a general checklist of things that you should consider when planning your return to face-to-face programming.



HAVE YOU DONE THIS?	THINGS TO CONSIDER
	<p><b>COVID Safety Plan</b></p> <ul style="list-style-type: none"> <li>Have you created a COVID Safety Plan, and has this been approved by your venue?</li> </ul>
	<p><b>COVID Safety Officer</b></p> <ul style="list-style-type: none"> <li>Do you have a COVID Safety Officer, are they trained, and have you alerted your venue to who these people are?</li> </ul>
	<p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>Complete risk assessment plan and checklist</li> </ul>
	<p><b>Protocols and Policies</b></p> <ul style="list-style-type: none"> <li>What protocols or policies do you have for expected behavior of staff, volunteers, and participants in relation to COVID-19?</li> <li>What protocols do you have for those who present with symptoms?</li> <li>What protocols do you have for communicating and providing guidance around expectations and behaviours?</li> <li>What measures are in place to deal with non-compliance?</li> <li>Guidelines for returning to face-to-face programming for families and tutors.</li> </ul>
	<p><b>Space and numbers</b></p> <ul style="list-style-type: none"> <li>Work out how many people you can have in your space ensuring there is 4m<sup>2</sup> per person</li> <li>Make changes to capacity if necessary (multiple rooms, outdoor space, staggering sessions)</li> </ul>
	<p><b>Maintain records</b></p> <ul style="list-style-type: none"> <li>Ensure you are keeping records of all staff, volunteers, parents and participants who enter the space. Name, contact details, time of entry and exit.</li> </ul>

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	<p><b>Hygiene</b></p> <ul style="list-style-type: none"> <li>- Hand sanitisers for each desks.</li> <li>- Purchase disinfectant and cleaning supplies.</li> <li>- Remember to disinfect high touch areas regularly and to disinfect shared resources between uses.</li> <li>- Deep clean of area upon exit.</li> </ul>
	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>- Ensure you provide PPE such as masks and gloves to those who require it or wish to use it.</li> </ul>
	<p><b>Snacks</b></p> <ul style="list-style-type: none"> <li>- Ensure food preparation is done in a hygienic way, gloves to be worn, and no food to be shared. Where possible use individual food packages.</li> </ul>
	<p><b>Reconnect with families and participants</b></p> <ul style="list-style-type: none"> <li>- Ensure you have spoken to each family before participants return. It is important that they understand the changes, expectations, and requirements of the program to run safely. You may need to use images or translated resources.</li> <li>- Answer any questions or concerns they have about the program.</li> </ul>
	<p><b>Reconnect with schools and staff</b></p> <ul style="list-style-type: none"> <li>- Reconnect with local schools. Speak with the community liaison staff and Multicultural Education Aides. You may want to share the details of your homework club in the school newsletter.</li> </ul>
	<p><b>Reconnect with volunteers</b></p> <ul style="list-style-type: none"> <li>- Reconnect with volunteers. Ensure you have spoken to each of your volunteers about the changes to the program and your COVID safety plan. It is important they understand the changes, expectations, and requirements of the program.</li> <li>- Answer any questions or concerns they have about the return of face-to-face learning. It is important they feel safe. (You can follow the Volunteering Victoria checklist for returning volunteers)</li> <li>- Try to accommodate their needs. if you have volunteers who do not feel comfortable coming back immediately, can you offer them volunteering opportunities in another format, such as online?</li> <li>- Begin recruiting volunteers if you are in need.</li> <li>- Train existing and new volunteers if you feel this is something that there is time and resources for (reach out to CMY for free training).</li> </ul>