

UNIVERSITY OF TASMANIA
COVID SAFETY PLAN CHECKLIST
FOR FACE TO FACE AMATEUR RADIO EXAMINATIONS
WHERE EXAMINATIONS ARE UNDERTAKEN IN EXTERNAL LOCATIONS

Managing Risk

YOU HAVE:

- Submitted a copy of the COVID Safe plan for the examination location for approval prior to the examination being held.
- Gained approval from AMC for the activity based on this plan?
- Identified COVID risks and implemented appropriate controls?
- identified any vulnerable people and considered alternate arrangements for them?

Induction, Training and Supervision

HAVE YOU:

- Developed a local Induction for the activity and exam location covering COVID Safe practices which will be provided to each person before starting?
- Communicated that the assessor must monitor behaviour during activity to ensure adherence to COVID Safe procedures?

Physical Distancing

HAVE YOU:

- Determined the maximum number of persons allowed in the exam space taking into consideration the size and layout of the room?
- Allowed for 4m² and 1.5m distancing between each person during the activity?
- Developed a plan for the flow of people for the full cycle of the activity, from entry to exit, to ensure physical distance is maintained?
- Confirmed that any physical distancing hardware you need such as floor markers, perspex sneeze screens, bollards, signage and posters have been installed?

**For further guidance refer to Safe Work Australia's Physical Distancing Checklist.*

Monitoring and Screening

HAVE YOU:

- Established a process to maintain records of all people involved in the activity for contact tracing.
- Advised people to stay away if they are unwell, have been in close contact with a person who has COVID-19, have been tested for COVID-19 and/or has been instructed to quarantine or self-isolate?
- Confirm you understand you must inform UTAS if a person involved in the activity reports a suspected or confirmed case of COVID-19

Handwashing and Hygiene

HAVE YOU:

- Confirmed hand sanitiser stations and instructions are available at entry and exit points and around the space?
- Instructed people to limit contact with others – no shaking hands or touching objects unless necessary?
- Installed signage on safe handwashing and hygiene procedures?
- Provided facemasks? *(In accordance with relevant State Health Department advice)*

Cleaning

HAVE YOU:

- Obtained and actioned a cleaning plan using the Safe Work Australia (SWA) Cleaning Checklist and SWA How to Clean and Disinfect your Workplace as guidance?
- Provided disinfectant wipes and instruction to people on routine cleaning procedures of touchpoints, equipment?
- Considered how you will manage COVID hazards from personal belongings, objects, equipment etc.?

I confirm that all exams held under my supervision will fully comply both with the COVID Safe Plan for the premises and with the above instructions.

Approved by (Name): _____ Approved By (Signature): _____

DATE: / /

Organisation: _____ Location: _____

Date of exam: _____

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