

**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 4m<sup>2</sup> 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?

**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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