



DAILY MEETINGS TASK CHECKLIST (COVID-19)

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These tasks are to be completed for each section meeting nights.

List of attendees sent to Group Leader at end of evening and retained for 56 days.

If anyone sent home as a result of presenting with COVID-19 symptoms email advice to gm@scoutsgld.com.au with list of attendees.

Refer QBSI 7.15 Resumption of face-to-face Scouting with easing COVID-19 restrictions.

Scout Group:	Section:
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THESE TASKS TO BE COMPLETED BEFORE YOUTH MEMBERS OR PARENTS ARRIVE

TASK	CHECKED	ACTION
Wipe all tables and benches with disinfectant		
Wipe all toilets, basins, and taps with disinfectant		
Wipe all door handles with disinfectant		
Set up table for sanitising station		
Place signage in appropriate places (social distancing)		
Soap and paper towels available in each bathroom/toilet		
Parents briefed on drop-off and pick-up procedures		

THESE TASKS TO BE COMPLETED DURING THE NIGHTLY MEETING

TASK	CHECKED	ACTION
Youth Members briefed before meeting on social distancing, cough etiquette, etc		
No sharing of equipment		
After each rotation of activity have persons wash hands		
Regularly check bathroom/toilet for cleanliness, soap, and paper towelling		

THESE TASKS TO BE COMPLETED AFTER YOUTH MEMBERS HAVE LEFT

TASK	CHECKED	ACTION
Put away all signage for next meeting to use		
Wipe down sanitising station with disinfectant		
Put away sanitising station for next meeting to use		
Disinfect any commonly used or shared equipment		
Is there sufficient sanitiser or soap for next meeting		
Report any issues to Group Leader		

Den specific notes:

Date:
