

# COVIDSAFE Op Shop Checklist



The Uniting Church in Australia  
**Synod of South Australia**  
 Work Health and Safety

## Introduction

We understand the importance that our Op Shops bring to both the community and to those congregations who operate them. If you are currently planning to re-open your Op Shop at this time, the following checklist is provided to assist church councils with planning and approving the current measures required to ensure the health and safety of your staff, volunteers and the community you serve during the COVID-19 pandemic.

<b>Op Shop Name:</b>			
<b>Congregation Name:</b>			
<b>Op Shop Address:</b>			
<b>Reopening Date:</b>			
<b>Opening Days and Times</b>			
COVIDSAFE Plan & Control Measures	Check		Comments or Action Items
	Yes	No	
<b>Staff &amp; Volunteer Safety:</b>			
Vulnerable* staff and volunteers have been identified and have been encouraged to talk to their doctor. They have church council approval to work/volunteer, have been risk assessed and control measures have been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and volunteers who are ill or showing minor symptoms of illness will not be permitted to work/volunteer	<input type="checkbox"/>	<input type="checkbox"/>	
Clear rostering and sign in/out system in place, no lone work and sufficient staff to operate additional COVIDSAFE controls	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate social distancing and hygiene measures have been provided including: <ul style="list-style-type: none"> <li>• floor markings (1.5m apart),</li> <li>• hand sanitising,</li> <li>• cash handling safety (receiving &amp; counting),</li> <li>• sneeze guards and/or personal protective equipment is available</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear information and training has been provided (and recorded) to all staff and volunteers regarding all COVIDSAFE control measures	<input type="checkbox"/>	<input type="checkbox"/>	
Posters, signage and/or clear localised instructions have been provided to serve as a reminder	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General Op Shop Hygiene:</b>			
Ensure washroom facilities have an adequate supply of soap, water and paper towels. Hand sanitiser to be used where it is not possible for staff, volunteers and customers to wash their hands and is also provided on entry and payment counters	<input type="checkbox"/>	<input type="checkbox"/>	
Regular disinfection and cleaning of high risk surfaces in accordance with government cleaning guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
All Donated Goods will be sanitised effectively or quarantined for a minimum period of 72 hours prior to sale	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social Distancing Measures:</b>			
Floor space in all Op Shop areas has been measured and maximum numbers permissible have been identified	<input type="checkbox"/>	<input type="checkbox"/>	

COVIDSAFE Plan & Control Measures		Check		Comments or Action Items
		Yes	No	
A clear and safe plan has been implemented to limit the number of people in the Op Shop at any given time and ensure one person per 4 square metres		<input type="checkbox"/>	<input type="checkbox"/>	
Clear aisles and sufficient floor space is provided to ensure freedom of movement for all persons to maintain a safe minimum distance of 1.5m between persons		<input type="checkbox"/>	<input type="checkbox"/>	
A clear system has been implemented to ensure staff and volunteers and are trained to receive, handle and dispose of donated goods maintaining social distancing requirements		<input type="checkbox"/>	<input type="checkbox"/>	
The reduction of unwanted or unmanageable donations has been considered and clear information provided to staff and volunteers, customers and the local community		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Control Measures:</b>				
Changing room areas are secured and remain closed during the current COVIDSAFE restrictions		<input type="checkbox"/>	<input type="checkbox"/>	
Cafés or other seated indoor food/beverage areas attached to the Op Shop will remain closed at the current time		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Any additional measures your Op Shop will be implementing or further information - please list below.</b>				
Y	N	Review:		
<input type="checkbox"/>	<input type="checkbox"/>	Have all staff and volunteers been consulted in the development of your COVIDSAFE plan?		
<input type="checkbox"/>	<input type="checkbox"/>	Has your COVIDSAFE plan been communicated to and approved by Church Council?		
<input type="checkbox"/>	<input type="checkbox"/>	Is a further risk assessment required? If yes, please confirm this has been undertaken below?		
<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment(s) completed?	Date:	
Name of person completing the checklist (Print)				
Signature of person completing the checklist		Date:		
Name of Church Council Representative (Print)				
Signature of Church Council Representative		Date:		

\* People aged 70 years and over, people aged 65 years and over with chronic medical conditions, people with compromised immune systems, and Aboriginal and Torres Strait Islander people over the age of 50, are at greater risk of more serious illness if they are infected with coronavirus.