

# First Purpose COVID-19 Safe Plan

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Phase 1 – Shopping Center/Private Site Only



13/05/2020



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Our role

-  Maintain 1.5m physical distancing
-  Maintain hand hygiene
-  Practise respiratory hygiene
-  Stay home when sick
-  Download the COVIDSafe app
-  COVIDSafe Plans for Workplaces and Premises

In considering the current pandemic associated with COVID-19, and as part of FP's commitment to ensure the safety of all staff and members of public while conducting F2F fundraising, the strict measure will be in place as below:

## Covid-19 Safe Training

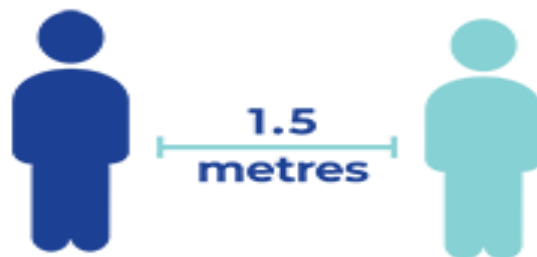
The Covid-19 Safe training will be conducted via Zoom meeting with all staff one week prior the commence day of F2F fundraising to ensure below points are addressed.

- Make fundraisers aware of the symptoms of Covid-19.
- Instruct fundraisers on how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly, and on how to correctly use alcohol-based hand sanitizer.
- Instruct fundraisers on how to clean the workstation.
- Instruct fundraisers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow.
- Instruct fundraisers to stay home if feeling sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
- Fundraisers are encouraged to download Covid-Safe App.
- Instruct fundraisers to inform FP if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- Instruct team leader and senior fundraisers on their duties to keep everyone required social distancing and logbook record keeping for hand wash and workstation cleaning.
- Instruct fundraisers not to approach members of public who reasonably appears to be above 70 years old.
- Instruct fundraisers on procedure when spot suspicious Covid-19 cases.

## Physical distancing

Physical distancing rules set as below will be strictly implemented in shopping centre and private sites to reduce the risk of containing and spreading Covid-19.

- Strictly prohibit physical contact with members of public– no shaking hands or touching objects unless necessary.
- Sign/carpet/markers around the site on keeping at least 1.5 meters distance between staff and the members of public.
- Maximum two staff are allowed at one site.
- Team leader/senior fundraiser on site to be responsible for keeping everyone the required 1.5-meter distance apart in accordance with the latest government requirements.
- Utilize contactless feature to acquire pledge to minimize the contacts on device.



## Handwashing, hygiene, and cleaning

- FP to provide minimum 250ml and 70% alcohol hand sanitizer stations per site.
- FP to provide sufficient 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning per site.
- FP to provide sufficient disposable gloves per site.
- Fundraisers are required to wash hands before and after eating, after coughing or sneezing, after going to the toilet, after touching potentially contaminated surfaces, otherwise every hour and record in logbook.
- Fundraisers are encouraged to wear hand gloves and wash their hands thoroughly with soap or use an alcohol-based hand sanitizer before and after wearing gloves.
- Clean frequently touched areas and surfaces every 2 hours with a detergent or disinfectant solution or wipe and record in logbook.
- Fundraisers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.
- Team leader/senior fundraiser on site to be responsible for logbook records.
- Put up signs/poster about the symptoms of COVID-19, the risks of Covid-19 and the measures that are necessary to stop its spread per site.



## Poster and Sign

# Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

### Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

### Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

### Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



CS336425-A April 13, 2020 6:49 PM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

-Symptoms of Coronavirus (Covid-19)



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# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316351-A April 7, 2020 9:58 AM

-Stop the Spread of Germs



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## Logbook

FP Covid-19 Safe Plan - Hand Wash Log			
<b>Location:</b>			
<b>Campaign:</b>			
<b>Date:</b>			
<b>Fundrasier Name:</b>			
<b>Approved By:</b>			
Time	Initial	Other time than scheduled	Reason
9:00am	AB	9:30am	Washroom
10:00am			
11:00am			
12:00am			
13:00pm			
14:00pm			
15:00pm			
16:00pm			
17:00pm			
18:00pm			
19:00pm			
20:00pm			
21:00pm			
<b>Comments:</b>			
<p>* Please ensure the logbook is accurately recorded *</p> <p>* Please ensure the logbook is approved and signed by team leader/senior fundraiser *</p> <p>* Please ensure the copy of the logbook is sent to Management by end of the shift *</p>			





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### FP Covid-19 Safe Plan - Workstation Cleaning Log

**Location:**

**Campaign:**

**Date:**

**Team Leader:**

Time	Done by - Initial	Other time than scheduled	Reason
9:00am	CD	9:30am	Member of public touched the workstation
11:00am			
13:00pm			
15:00pm			
17:00pm			
19:00pm			
21:00pm			

**Comments:**

\* Please ensure the logbook is accurately recorded \*

\* Please ensure the logbook is approved and signed by team leader/senior fundraiser \*

\* Please ensure the copy of the logbook is sent to Management by end of the shift \*