

## COVID Safety Record Sheet

### Week Ending Sunday:

To be fully informed and prepared see the COVID Safety Plan available on your dining table.

### 1. Cleaning & Sanitising

The Lodge Captain will brief you on your responsibilities and how to do the job effectively.

**Note:** COVID cleaning and sanitising is in addition to the normal lodge cleaning roster.

#### Your Own Designated Areas:

During the week you are responsible for cleanup of your own areas and activities in your designated kitchen area and dining table and sanitising at night.

**Sanitise at the end of the week** your designated kitchen area and dining table and cleaned bedroom/en suite in preparation for next group of guests

#### Common Shared Areas:

Spray and wipe down with the cleaner ('Spray & Wipe') or sanitiser (labelled) all common contact surfaces: benches, handrails, door handles, light switches and appliance touchpoints, including in laundry. Plus, the phone and touch points in phonebooth and sports equipment (after use). These tasks are not onerous and should be shared.

**After a common area clean/sanitise write your name in the appropriate box in the table.**

<b>Areas to Cover</b>			
Dressing Room, Drying Room, Dining/Lounge Room, Kitchen, Stairs, Games/Lounge Room			
	Morning Clean 'Spray & Wipe'	Afternoon Clean 'Spray & Wipe'	Evening Sanitiser
<i>Example</i>	<b>Bill</b>	<b>Max</b>	<b>Karen</b>
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Mark days as NA (Not Applicable) if no one resident on particular days

### 2. Non-Resident Visitor Log

Date	Name	Mobile #	Time in	Time out

Lodge Captain to sign on completion of week

Name:

Signature: