



WHS Checklist for ADRA Projects Operating Under COVID-19

For the safety of all volunteers and those we are seeking to help, the following checklist is provided to ensure that we are meeting all requirements. Once all boxes have been checked, then we can go ahead and continue the great service you are already doing in our communities. This checklist will then be kept on file for future reference as needed.

PERSONAL HYGIENE	
Can provide hand cleaning (hand wash or soap) and/or sanitizer for all volunteers (running water not buckets)	
Can provide hand cleaning (hand wash or soap) and/or sanitizer for all clients/guests/customers who enter site of operation (running water not buckets)	
Can provide gloves for all volunteers coming into contact with the public	
SITE HYGIENE	
Can maintain Government required minimum of 1.5 meters between all persons – volunteers, clients/guests/customers – or have adapted delivery of service to disallow person contact.	
Have erected all health signage	
If your delivery of service has been modified, please give details below, and also confirmation from LMC:	
Can maintain the hygiene of all hard surfaces – benches, tables, counters, equipment (such as POS, computers), door handles, railings, sinks, taps – with appropriate disinfectant products	
VOLUNTEER SUPPORT	
Have sufficient volunteers to maintain agreed service delivery	
COMMUNITY PANTRIES AND COMMUNITY MEALS	
Can pre-pack food hampers for collection with minimal contact with clients and volunteers	
Can provide packaged food for guests to collect and take off-site with minimal contact	

Name of Project: _____

Project Manager: _____

Signed: _____

Date: _____