

Robogals Return to Face-to-Face Activity Policy

COVID-19 Safe Practices

Owner	Approver	Approved	Next review
People Committee	Board	2022	2024

Scope

It is our responsibility at Robogals to do all that is reasonably practicable to ensure the health and safety of our team. This duty extends to the COVID-19 pandemic, where we must minimise the risk of exposure to infection from COVID-19.

This document is meant to guide decision making to assist in determining when in-person workshops and events are safe in light of the COVID-19 pandemic for Robogals volunteers, CEO and Board members.

Specific guidance

We acknowledge that every Robogals chapter and region are in unique positions in regards to this so it's important you are aware of the restrictions / guidelines for your jurisdiction.

At all times, the following advice, rules and regulations must apply:

1. Local government and health department
2. Your affiliated university
3. The school or place you are holding the event.

In the event that there is conflicting information from the above places, **you must follow the most conservative advice.**

All in person events

Scenario	Requirements for the event to go ahead	Risk Management
In person workshops - schools / onsite location	<ul style="list-style-type: none"> <input type="checkbox"/> Double Vaccination status. An approved medical exemption may not meet the schools / onsite location requirements <input type="checkbox"/> Local government and health authority social distancing rules can be followed (indoor gathering) 	<ul style="list-style-type: none"> • Communicate often with the school and be ready for plans to change • Ensure the school records attendance to support contact tracing if needed • Ensure social distancing requirements met

	<p>numbers, people per square metre etc)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affiliated university guidelines about events (internal and external) are followed <input type="checkbox"/> Specific school is accepting external volunteers 	<p>(where general advice is to stay 1.5m away from others where possible)</p> <ul style="list-style-type: none"> • Disinfect robots/ equipment - ensure the school / onsite location has adequate disinfectant/wipes available • Wear face masks where required/ appropriate • Read and follow local health authority advice • Have an agreement with the school to notify you if there are any confirmed positive cases at the school (and visa versa), while noting that the responsibility of contract tracing is with the government
<p>In person workshops - outside school (after school clubs, weekend/ school holiday workshops)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Double Vaccination status. An approved medical exemption may not meet the schools / onsite location requirements <input type="checkbox"/> Local government and health authority social distancing rules can be followed (indoor gathering 	<ul style="list-style-type: none"> • Ensure social distancing requirements met (where general advice is to stay 1.5m away from others where possible) • Disinfect robots/ equipment - ensure the school / onsite

	<p>numbers, people per square metre etc)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affiliated university guidelines about events (internal and external) are followed <input type="checkbox"/> Specific school is accepting external volunteers if relevant <input type="checkbox"/> Consent form signed by parents of students <input type="checkbox"/> You are able to follow the guidelines of the place you are holding the event 	<p>location has adequate disinfectant/wipes available</p> <ul style="list-style-type: none"> ● Wear face masks where required/ appropriate ● Read and follow local health authority advice ● Keep a register of everyone (students and volunteers) who attended the workshop, while noting that the responsibility of contact tracing is with the government ● Communicate often and openly with parents and attendees, be ready for plans to change
<p>Volunteer events (training, social)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Double Vaccination status. An approved medical exemption may not meet the schools / onsite location requirements <input type="checkbox"/> Local government and health authority social distancing rules can be followed (indoor gathering numbers, people per square metre etc) <input type="checkbox"/> Affiliated university guidelines about 	<ul style="list-style-type: none"> ● Ensure social distancing requirements met (where general advice is to stay 1.5m away from others where possible) ● Wear face masks where required/ appropriate ● Read and follow local health authority advice

	<p>events (internal and external) are followed</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can follow the guidelines of the place you are holding the event 	<ul style="list-style-type: none"> ● Communicate often and openly with attendees, be ready for plans to change ● Ensure way to record attendance to support contact tracing if needed
<p>Representing Robogals (panel talks, career fairs, external events)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Double Vaccination status. An approved medical exemption may not meet the schools / onsite location requirements <input type="checkbox"/> Local government and health authority social distancing rules can be followed (indoor gathering numbers, people per square metre etc) <input type="checkbox"/> Affiliated university guidelines about events (internal and external) are followed 	<ul style="list-style-type: none"> ● Ensure social distancing requirements met (where general advice is to stay 1.5m away from others where possible) ● Communicate often and openly with the organisers and/or attendees, be ready for plans to change ● Register your attendance to support contact tracing if needed

None of the information in this document is contrary to The Robogals Way, or our Chapter Agreements. As a Robogals chapter you should always follow your local government and health guidelines, venue university guidelines and school guidelines.

Reminder about insurance:

We remind chapters that having appropriate insurance policies to cover your chapter and volunteers is mandatory, as per section 5 in their Chapter Agreements.



If you need further help or advice when making a decision, please get in contact with your regional mentor, Regional Executive Officer (REO), or Chief Executive Officer (CEO).

As always, our main priority is the safety and wellbeing of our volunteers. Stay safe.

Self Assessment Tool For Robogals Chapters

How to Use

- Download and complete this document
- Save completed document where your chapter executives can access it

Name of chapter:	
Scenario (in person school workshop, in person out of school workshop, volunteer event, representing Robogals):	
Risks identified	
Risks mitigated	
Assessment outcome	Proceed / Not Proceed
Name and role of assessor:	
Date of assessment:	

By checking this box, I confirm that all the requirements for this type of event to go ahead can be met as per this document

By checking this box, I confirm that we have the appropriate risk management strategies in place for the workshop/ event