



Canberra Bridge Club

2020 BFACT AGM CHECKLIST

This document is based on the CBC COVID-19 protocols for the CBC AGM and in-club bridge sessions.

If you wish to attend the BFACT AGM on 16 November 2020, please adhere to the following:

Before the AGM

- Consider whether you should actually **stay at home**, eg:
 - if you have a fever, are unwell, or have recently returned from overseas or Victoria or a NSW COVID-19 hotspot (or whatever COVID-19 affected areas have been identified by the ACT Government at the time); or
 - if you have been in contact, or suspect you have been in contact, in the past two weeks with someone who has COVID-19 or a similar illness, or who has recently returned from overseas or Victoria or a NSW COVID-19 hotspot (or whatever COVID-19 affected areas have been identified by the ACT Government at the time)
- Bring a **pen** with you to the club (to sign the attendance record)
- Consider bringing your **own hand sanitiser** (60% alcohol) to the club
- Bring your **own personal refreshments** such as tea, coffee or hot water in a Thermos, and bottled cold water
- If not already done, consider downloading the **COVIDSafe App** on your mobile phone and have it activated while at the club

At the AGM

- **Stay in your car** if the entrance area is congested and until it is clear
- Observe a **1.5 metre distance** between you and others
- **Refrain from congregating** with other members and staff, eg, in the entrance foyer and elsewhere in the building
- On entry, confirm you **are well**, and have read these **COVID-19 protocols** and are prepared to abide by them
- **Use hand sanitiser** whenever you wish

- Avoid “mingling” - **Stay seated as much as possible**
- Do not change the **seating arrangements** that are already in place
- Do not enter the **kitchens**
- **Wash your hands** thoroughly and as regularly as you wish
- Do not turn the **bathroom lights** off
- Avoid touching your **face**
- Practise good **respiratory hygiene**, eg, cough/sneeze into your elbow or directly into a tissue, then wash your hands or use hand sanitiser

After the AGM

- Dispose of **your rubbish** in the bins provided
- If you are the appointed volunteer, **sanitise** each chair and each table which have been used
- **Leave** the premises immediately