



## RETURNING TO COMMUNITY RADIO STATIONS - CHECKLIST

As the various states and territories progressively lift social distancing requirements, community radio station boards and management committees should consider their roadmap for safe return. Every station will be different – with each returning in the way that is best suited for their situation.

Public health remains the most important consideration. Following advice from Federal Government health authorities and any state/territory regulation is critical.

### Organisational

Consideration	Action	Y/N
Access to information	1. Do you and your organisation have all relevant facts about COVID-19?	
	2. Is your organisation staying up to date?	
	3. Check official information sources including: <ul style="list-style-type: none"> <li>• Australian Government Department of Health: <a href="http://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></li> <li>• World Health Organisation: <a href="http://www.who.int">www.who.int</a></li> <li>• Safe Work Australia <a href="http://ww.safeworkaustralia.org.au">ww.safeworkaustralia.org.au</a></li> </ul>	
	4. Relevant State/Territory/local government websites.	
Governance	5. Is station board and staff clear on who within your organisation will make and implement decisions on returning to the studio/office?	
	6. Does everyone within your organisation understand their role?	
	7. Has your organisation nominated a <b>COVID-19 Safety Coordinator</b> to oversee delivery of your return plan? You can locate a description of this role on <a href="#">CBAAs website</a> .	

<b>Strategy</b>	8. Has your organisation reviewed its strategic plan for COVID-19 considerations?	
	9. Has your organisation defined what success looks like?	
	10. Does your organisation need to amend fixtures, broadcasting and training rules or activities to ensure physical distancing?	
<b>Financial</b>	11. Does your organisation know what its new safety/return to studio measures will cost?	
	12. Has your organisation adjusted its budgets as necessary for COVID-19 considerations?	
	13. Has your organisation communicated any financial changes (membership fees/sponsorship arrangements etc)?	
<b>Communications</b>	14. Does your organisation have a strong communications plan with existing channels – such as email/text/WhatsApp/Facebook groups – to share timely and accurate information with internal and external stakeholder groups?	

## Facilities

<b>Consideration</b>	<b>Action</b>	<b>Y/N</b>
<b>Managed Access</b>	15. Is your organisation clear on when it can return to full and unrestricted use of facilities?	
	16. Will your organisation ensure that only essential people attend the station and limit numbers to comply with government staged return to work?	
	17. Has your organisation implemented a sign in register at reception/front door?	
	18. Will your organisation take precautions to minimise transmission among presenters by following the CBAA Studio Hygiene and Cleaning Policy?	
	19. Can your organisation arrange separate entry and exit points at your facilities?	
	20. Will your organisation manage attendee flows to prevent congestion, including by use of staggered	

	arrival/departure times, alternating use of studios, one-way movement and use of physical distancing indicators?	
<b>Physical Distancing</b>	21. Will your station allow guests (e.g. interviewees) and if so, do you have rules around this, and clearly communicated this with your personnel?	
	22. Does your organisation have clear messaging for station staff and volunteers on how to maintain physical distancing (>1.5 metres)?	
	23. Has your organisation documented in a COVID-19 Safety Plan the measures in place to enable physical distancing to occur?	

## Hygiene

Consideration	Action	Y/N
<b>Personal infection control</b>	24. Has your organisation communicated to your staff, members and volunteers about personal infection control - including that they should stay home if they have: <ul style="list-style-type: none"> <li>• Any cold or flu symptoms;</li> <li>• Been in direct contact with a known case of COVID-19 in the previous 14 days;</li> <li>• Travelled internationally in the previous 14 days; or</li> <li>• A high risk from a health perspective, including the elderly and those with pre-existing medical health conditions?</li> </ul>	
	25. Will your organisation provide advice to staff, members and volunteers on personal hygiene such as: <ul style="list-style-type: none"> <li>• Regular and thorough hand washing;</li> <li>• Encouraging the carrying and use of hand sanitiser;</li> <li>• Covering a sneeze or cough with an elbow or a tissue rather than hands;</li> <li>• Providing bins and encouraging used tissues to be disposed in the bin straight away;</li> <li>• Avoiding close contact with people who are unwell;</li> <li>• No touching of eyes, nose or mouth;</li> </ul>	

	<ul style="list-style-type: none"> <li>• No spitting or clearing nasal/respiratory secretions in or near the premises; and</li> <li>• Limiting contact with others – avoiding handshakes, high fives, huddles and celebrations?</li> </ul>	
<b>Hygiene</b>	26. Has your organisation established compulsory hygiene protocols such as hand hygiene?	
	27. Does your organisation provide sanitisation stations in prominent places at the station, including entry and exit points?	
	28. Do members, staff, volunteers and any guests have access to facilities to wash or sanitise their hands regularly?	
	29. Does your organisation have adequate supplies of cleaning and sanitation products?	
	30. Will your organisation display posters within your facilities to provide regular guidance on hygiene (e.g. <a href="http://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a> )?	
	31. Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure personal and facility hygiene can be maintained?	
<b>Cleaning</b>	32. Does your organisation have a regular and thorough cleaning schedule to disinfect all common areas?	
	33. Has your organisation established cleaning protocols for the station to ensure high touch surfaces are frequently wiped down with appropriate disinfectant wipes or soap?	
	34. Does your organisation have adequate waste management protocols?	
	35. Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure effective cleaning of equipment and facilities occurs?	
<b>PPE</b>	36. Does your organisation have an adequate supply of personal and station protective equipment (e.g. disposable facemasks, gloves etc.)?	

## Management of Illness

Consideration	Action	Y/N
Management	37. Has your organisation established protocols for managing individuals who present with symptoms or become unwell at an activity?	
Notification	38. Does your organisation know how it will notify public health authorities of symptomatic participants?	
	39. Is your organisation able to contact other participants in relation to actual/suspected COVID-19 cases?	

## Employees and Volunteers

Consideration	Action	Y/N
Safe working environment	40. Is your organisation operating a COVID-19 safe work environment?	
	41. Can your organisation adjust work/volunteer rosters to reduce in-person contact between staff and participants, where reasonable?	
Mental health	42. Does your organisation facilitate and promote mental health and wellbeing support services for employees, volunteers, and participants?	
Additional questions for your station to consider		