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## TUTOR'S CLASS COMMENCEMENT CHECKLIST

Tutors intending to commence classes in the current year must complete this checklist and return it to the Office or via email.

### REQUIRED ACTION:

- TOTAL ATTENDANCE AT THE CLASS WILL NOT EXCEED THE CURRENT STATE GOVERNMENT COVID ROADMAP ALLOWANCE.
- ENSURE THAT MEMBERS REGISTER WITH THE CHECK IN QLD QR CODE APP.
- PHYSICAL DISTANCING WILL BE MAINTAINED.
- TUTOR WILL ENSURE THE CLASS ATTENDANCE SHEET IS MAINTAINED CORRECTLY.
- WHEN A NEW ATTENDANCE SHEET IS COMMENCED STUDENTS SHOULD CHECK THEIR DETAILS AND ALSO NOTIFY THE TUTOR OF ANY CHANGE OF DETAILS.
- THE CURRENT KITCHEN RULES SHOULD BE ADHERED TO AS PER THE LIST IN THE VENUE KITCHEN.
- EQUIPMENT AND HAND TOOLS USED IN THE CLASS WILL NOT BE SHARED.
- ALL EQUIPMENT USED IN THE CLASS WILL BE CLEANED AT THE END OF THE CLASS BY VOLUNTEERS FROM THE CLASS.
- TABLES AND CHAIRS USED IN THE CLASS WILL BE CLEANED AT THE END OF THE CLASS BY VOLUNTEERS FROM THE CLASS.
- FREQUENTLY TOUCHED HARD SURFACES WILL BE CLEANED AT THE END OF THE CLASS BY VOLUNTEERS FROM THE CLASS.

<b>TUTOR'S NAME</b>	
<b>SIGNED</b>	
<b>CLASS</b>	
<b>DATE</b>	