# Returning to Face-to-Face Activities

## Group Action Log

Please use the points below as a checklist to ensure you have carried out all the actions required for the Company/ Unit to be ‘**Covid-Ready**’ and able to return to face-to-face activities. Once you have ticked off all actions you should seek local approval by the Chaplain/ Minister or nominated Church Representative and GBNZ Support Centre.

Guidance to support you in completing the actions can be found in the Guidance document which forms part of the **GBNZ COVID-19** Framework.

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| **Company/ Unit:** |  |

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| **GENERAL** | **Tick when complete**  **✓** |
| Have you read and understood the GBNZ framework and guidance for returning to face-to-face activities? |  |
| Have you completed the Covid-Ready Risk Assessment, incorporating hazards and control measures you have identified locally? |  |
| Have you checked how many people can meet together, in line with current Government guidelines for your region? |  |
| Have you discussed with all leaders and your Church about whether Vaccine passes will be required on site? |  |
| **LEADERS** | **Tick when complete**  **✓** |
| Have you been in contact with and consulted all leaders? |  |
| Has a meeting taken place to agree plans and prepare for how you will return with all leaders? This should ensure all leaders are aware of their specific role and responsibilities. |  |
| Are any leaders (or members of their household) vulnerable? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged in activities (where they wish to)? |  |
| Do you have sufficient leaders to ensure the Company/ Unit/ Area is Covid-Ready and that you are able to run activities safely? |  |
| Are all leaders registered and up to date with their 3-yearly milestones (i.e. Police vetting, Code of Conduct, Reference Checks)? |  |
| Have you agreed what to do if there is an incident, someone is injured or shows signs of COVID-19 during a face to face meeting? Are all volunteers aware of process? |  |
| Have you agreed how to provide first aid while maintaining physical distancing or using PPE? |  |
| Have all leaders reviewed a copy of the Covid-Ready Risk Assessment? Leaders MUST be aware of the control measures in place. |  |

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| **CHILDREN & YOUNG PEOPLE AND THEIR PARENTS/ CARERS** | **Tick when complete**  **✓** |
| Have you consulted with parents/ carers and children & young people about your return to face-to-face activities? |  |
| Are any children & young people (or members of their household) vulnerable? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged in activities (where they wish to)? |  |
| Have you agreed a plan as to how you will communicate with parents/ carers to set out your plans for a safe return to face-to-face activities? |  |
| Have you ensured all contact details of girl members (and their caregivers), leaders, and helpers are correct and up to date to support general communication and contact tracing if required? |  |
| Have you agreed your process to review contact details for the new year and how you will gather details for new members? |  |
| Have you agreed a process for collection of membership fees (or other monies) and communicated this to parent/ carers? Online payment recommended. |  |
| **CHURCH / MEETING SPACE** | **Tick when complete**  **✓** |
| Have you shared the GBNZ framework and guidance with your local Church leadership? |  |
| Have you been in contact with your Church in respect of their plans? It is important that you involved the local Church in planning and the local approval process. |  |
| Have you requested and reviewed a copy of the Church / Meeting Space risk assessment? Have you incorporated the Church’s / Meeting Space’s control measures in place in your Covid-Ready Risk Assessment? |  |
| Have you agreed what your maximum capacity would be based on the meeting space? This may have been set by your Church / Meeting Space. |  |
| Have you considered what facilities are required for maintaining good hygiene, including handwashing and sanitiser? |  |
| Have you agreed with the Church / Meeting space who will be responsible for cleaning before and after GB/ IFG activities? |  |
| Do you have access to appropriate PPE and cleaning materials and are they stored in a safe place accessible by leaders? |  |
| A copy of your Covid-Ready Risk assessment has been provided to your Church / Meeting Space. |  |

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| **MEETING / ACTIVITIES** | **Tick when complete**  **✓** |
| Are you able to offer a high-quality and balanced programme of activities for children and young people within COVID-19 safety requirements? |  |
| Will your activities provide opportunities for all members to get involved? It is important to make sure the programme is inclusive, and all members can access opportunities. |  |
| Have you carried out a risk assessment for all activities you plan to undertake in our Safety Management Online portal (paper forms also available on GBNZ website)? |  |
| Have you agreed a plan for cleaning equipment before and after use? |  |
| Do you have access to a First Aid Kit stocked with appropriate PPE? This should include gloves and masks. |  |

Guidance and resources to support you in returning to face-to-face activities can be found online at [www.girlsbrigade.org.nz/covid19](http://www.girlsbrigade.org.nz/covid19)

## APPROVAL

This Group Action Log **MUST** be approved in line with the GBNZ COVID-19 Framework for returning to face-to-face activities by the following roles:

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| **Approved by Company Captain/ Unit Senior Leader** | Name:  Role:  Date: |
| **Approved by Chaplain/ Church Representative** | Name:  Role:  Date: |
| **Approved by GBNZ Support Centre** | Name:  Role:  Date: |

Once the approval process is complete (i.e. this ‘Risk Assessment’ and ‘Group Action Log’), you will be ‘Covid-Ready’ and able to return to face-to-face activities.