

What to consider before welcoming your volunteers back.

- Familiarise yourself with Qld Government's 'roadmap to easing Qld's restrictions'.

www.covid19.qld.gov.au

- Assess the risks of bringing your volunteers back.
- Discuss your plans with the Principal. Obtain guidance around DET's COVID-19 Policy and the school's decision on accepting volunteers back on school grounds. Explain how you plan to manage risks in the tuckshop to the Principal.
- Consider what changes you have made in your tuckshop and how this will affect your volunteers.
- Reach out to your volunteers. Are they willing to return to volunteering or do they need more time?
- Some volunteers (e.g. older volunteers) may not be ready to return to their volunteer role. Consider alternate tasks they could possibly do at home.
- Make sure paid staff are aware of any changes you are making to the volunteers' roles.
- Visit QAST's Tuckshop Toolbox section '[Information on COVID-19 for the Tuckshop](#)' for more information/fact sheets/templates to help you plan for the reopening of the tuckshop and the introduction of volunteers.



Welcoming your volunteers back safely

- Update your volunteers on changes that have been made in the tuckshop operations/menu. This could be done remotely via Zoom/Skype/Facebook group.
- Ask volunteers to complete the COVID-19 training prior to returning to the tuckshop.

[COVID-19 training link](#)

- Ask your volunteers to watch Looking After Our Kids (covers food safety & hygiene).

[Looking After Our Kids training link](#)

- Reinforce good hygiene practices verbally and through posters/signs.
- Money handling - provide an update on any changes you have made to money handling.
- Hand washing - give your volunteers a hand washing demo & display a hand washing poster above the hand washing sink.
- Remind volunteers of social distancing guidelines and how they will apply to their designated work areas.
- Reinforce the need for your volunteers to stay home if feeling unwell or have any COVID-19 symptoms.
- Ensure sign in and out procedures are maintained.

