



HOBSONS BAY MEN'S SHED

NETWORK INCORPORATED

Inc No A0052699G ABN 49 347 062 360

Hobsons Bay Community Workshop

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NEW SHED FOCUS

Edition No 69 May/June 2020

Presidents Report:

I hope that this newsletter finds you all well and safe,

We have finally had the approval from the Premier Dan Andrews to reopen our Shed. The Committee of Management has had a long discussion and thank you to Meredith Blackstock for formulating the documents, Guidelines for reopening the Shed from 1st June 2020 and the Members Information sheet which has a declaration page that must be signed before entering the Shed.

We will be open from 9am to Midday only and closed Tuesday at this stage. Unfortunately, Car Torque is still cancelled as well with the Car runs and Thursday and Friday lunches are off the menu for now until further notice. The door will be open 9am prompt so do not turn up prior to the time as you will be queuing up out the front.

The Shed opening will be slow and cautious, entry will be the front door only and must sign the appearance book, if anyone does come down with the virus, we will be able to trace all the contacts for that day hoping that this will never happen.

The following is the Committee of Managements recommendations and requirements, you the member, your responsibilities for hygiene and personal cleanliness by washing hands regular and wiping down of surfaces before and after use.

Please read and understand the COVID19 SELF DECLARATION FORM PRIOR TO SIGNING. If you refuse to sign you will not be admitted into the Shed. Wearing Masks I have left in for another Month, see below.

Motoring Group Members PLEASE NOTE: the signing of your club permits, please send them to Ken Inglis, 30 Hunter Ave, Hoppers Crossing 3029 or R Mason, PO Box 264 Ballan 3342. **Please include a self-addressed and stamped envelope and your 2019 – 2020 Logbook NO LOGBOOK No Signature**

Fees were discussed but to be confirmed at our normal Committee Meeting next week.

Ken Inglis

President

HOBSON'S BAY MEN'S SHED INC.

GUIDELINES FOR REOPENING THE SHED FROM MONDAY 1ST JUNE 2020

Background

On Monday 25th May 2020 the Premier of Victoria and Victoria's Minister for Health made a direction for further easing of restrictions imposed by the declaration of a State of Emergency on 16th March 2020. The easing of restrictions now allows the Committee of Management to reopen the Shed provided there is no more than 20 people in each separate space in **addition to those required to operate the facility** and density (one person per four square metres) are complied with.

Purpose

The purpose of these guidelines is to provide the Committee of Management with a framework for reopening the shed in a manner that allows resumption of activities on a graduated and controlled basis while protecting the health and safety of the members.

Days / Hours of Operation

The Shed will be opened and closed each day of operation by a member of the Committee of Management with entry to the Shed **ONLY** through the front door. Social distancing must be observed by members waiting to enter.

The hours and days of operation of the Men's Shed are as follows:

Monday 9am – 12pm

Tuesday closed

Wednesday 9am -12pm

Thursday 9am – 12pm

Friday 9am – 12pm

Activities that will commence from Monday 1st June 2020

The following activities will commence from 1st June 2020 in accordance with social distancing and hygiene requirements:

- Wood working group
- Computer group
- Photography group
- Music Group
- Metal Welding Group
- Motoring Group
- Cycling Group
- Pool Group

Where the numbers of group members attending pre Covid19 are in excess of the numbers specified below the Group Leaders will be asked to contact their group members and arrange a roster system to enable fair access to the activity. Visitors will not be permitted.

Activities that will not commence on 1st June 2020

The following activities will not commence from 1st June 2020 and members will be advised when these activities will commence at a later date:

- Justice of the Peace service
- Car Torque
- Car boot sales

- Thursday and Friday lunches

These activities will commence when the Committee of Management is confident that appropriate hygiene management practices are in place.

Numbers of People permitted in each area at any one time

Area	Maximum Numbers	Comment
Foyer / Entry / Sign in area	4	Take each members temperature on entry and give handout. Member signing in must wipe pen
Office	2	One person to be designated to a work station. Must be wiped down by user when shutting down
Workshop / Woodwork	10	Equipment, benches and machines must be wiped down by each user when task is completed
Computer Group / Tech Room	6	Equipment, benches and machines must be wiped down by each user when task is completed
Photography Group	5	Equipment and chairs must be wiped down by each user
Music Group	10	Equipment and chairs must be wiped down by each user when task is completed
Metal Welding Group	2	Equipment, benches and machines must be wiped down by each user when task is completed
Motoring Group	4	Equipment, benches and machines must be wiped down by each user when task is completed
Cycling Group	Depends on size of meeting place	Appropriate hygiene practices for the meeting place
Pool Group	5	Cues, balls and all other equipment and surfaces must be wiped down by each user when game is finished and shared equipment must be wiped between shots
Kitchen	4	Kitchen equipment and benches must be wiped down by each user when task is completed
Dining room	6	Benches and tables must be wiped down by each user when task is completed
Toilets	1	Toilet, basin and taps must be wiped down by each user
Mecha Group	6	As per dining room above for cleaning and if numbers exceed 6 the over flow to use the woodwork area.

Appointment of Section Leaders

The Committee of Management will appoint a Section Leader for each group.

The responsibilities of the Section Leader are to:

- Oversee the number of people in each Area
- Remind members of social distancing requirements
- Ensure that cleaning requirements are being adhered to
- Provide guidance for group members on staggered morning tea and lunch breaks
- Remind group members of their cleaning responsibilities

Requirement to Follow these Guidelines

All members will be provided with a copy of these Guidelines along with the Member information sheet. The information will be verbally reinforced to provide members with a full understanding where required.

Where members fail to follow these guidelines and behave in a manner that severely risks the health and safety of others the disciplinary process will be invoked and could include the member being excluded from entering the Shed on a temporary or permanent basis.

Staggering morning tea and lunch breaks

Section leaders will be provided with their group's time slot for their breaks by a Member of the Committee of Management each day and will communicate the timeslot to their group members present.

Members will be requested to get their drinks and heat their meals quickly and move out of the kitchen as soon as possible to allow other members access to the area.

If members are using the dining room they will be requested to eat their meal and move out of the area as soon as possible.

Members that are not able to use the dining room due to numbers will be asked to take their food and drinks outside or back to their section area.

Breaks have been extended to enable group members to cycle through communal areas while observing social distancing and hygiene requirements.

Break	Time	Group
Morning Tea 1	10am	
Morning Tea 2	10.30am	
Lunch 1	11.45am	
Lunch 2	12.30pm	

Routine Cleaning and Disinfection

High contact touch areas should be disinfected before and after use.

One Committee of Management member will be designated to disinfect high touch areas at regular intervals throughout the day. This will include the start and end of each day and before and after breaks – this task will be rotated.

The Hobson's Bay Men's Shed must routinely (at least daily) clean frequently touched surfaces including:

- Desks / Table tops and benches
- Microwave / toaster / refrigerator
- Door handles
- Light switches

- Toilets / basins / taps
- Air conditioning remotes
- Kitchen surfaces / cupboard door handles
- Phones / Key boards / mouse
- Chairs
- Photocopier
- Stationary such as pens, stapler etc.

How to Clean and Disinfect

Covid-19 spreads through close contact with an infected person and is typically transmitted via respirator droplets (produced when an infected person coughs or sneezes). It may also be possible for a person to acquire the disease by touching a surface of object that has the virus on it and then touching their own mouth, nose or eyes.

1. Wear disposable gloves when cleaning & disinfecting and discard after use
2. Thoroughly clean surfaces using detergent (soap) and water
3. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth
4. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes

A one step detergent / disinfectant product (e.g. disposable wipe) can be used as long as the manufacturer's instructions are followed.

Procedure for Members on entry to the Men's Shed

1. All members must enter through the front door only
2. Member will be welcomed, provided with an information sheet and requested to complete the Covid-19 Self Declaration Form
3. Designated Committee member takes the member's temperature and if it is within normal limits, the member will be requested to sign in
4. If the member's temperature is above normal range (38 degrees) they will be requested to leave the Shed immediately to be tested for Covid-19 and to not return until cleared by a medical practitioner
5. Members will be verbally informed that their responsibilities (including adhering to social distancing and hygiene protocols) are detailed in the information sheet and requested to ensure that they read and understand the information
6. Members are encouraged to have a flu injection and to download the Covid-19 app on their phones

Procedure for wiping down toilets, equipment and work stations

Hobson's Bay Men's Shed incorporated will provide all cleaning products to enable members to undertake cleaning requirements.

Use disposable gloves (where required) and disinfectant wipes provided

The first step is cleaning, which means wiping dirt and germs off a surface. The next step is to disinfect the surface.

Dispose of cleaning wipes and gloves immediately into receptacles provided.

Management of Crockery and Cutlery

Wash cutlery and crockery in hot soapy water, dry with disposable paper towel and put away.

Member or Member's family member tests positive to Covid-19

A member who tests positive to Covid-19 or a member who has a member of their household who tests positive to Covid-19 must not attend the Men's Shed and will be asked to self-quarantine because of their possible or actual exposure to the virus. The Committee of Management will ensure that the area where the member was is cleaned thoroughly by a person wearing appropriate personal protective equipment and may mean that the area or the whole shed is shut down for a period of time. Reopening the shed will be in accordance with Victoria's Chief Health Officer Guidelines.

Cooperation / Patience / Teamwork

As always with the operation of the Hobson's Bay Men's Shed Inc. and particularly now with the re-opening of the Shed, we can only be successful if the Committee of Management works together as a team with patience and tolerance.

Ken Inglis

President

Hobson's Bay Men's Shed Inc.

Next Committee of Management Meeting 5th June 9:30am

Birthdays: We wish all that have Birthdays in April a Happy Birthday.

HBMS Sickies: I have heard that Terry Pickard has been in hospital again, hope all is well Terry

Other information.

Web pages you may like to surf. You may have to copy and paste the Facebook addresses directly into your search engine.

www.hobsonsnet.com

www.facebook.com/hobsonsbaymen

www.facebook.com/pages/Hobsons-Bay-Pelicans-Cycling-Group/436750253111059

www.hobsonsclassics.org.au

www.facebook.com/hobsonsbaymotoringmen

www.mechaworkshop.club

If you wish to opt out of this news letter, E-mail secretary.hobsonsnet@gmail.com stating opt out of newsletter, in heading line.

If you have any news for the Shed Focus, please email to Les or Ken and we will add it in.

Saying of the Month:

The reward of a thing well done, is to have done it.

Ralph Waldo Emerson

HOBSON'S BAY MEN'S SHED INC.
MEMBERS INFORMATION SHEET – REOPENING 1st JUNE 2020
WELCOME BACK SHEDDERS WE MISSED YOU

Purpose

This information sheet is provided by your Committee of Management to all members visiting the Hobson's Bay Men's Shed following its reopening. It is designed to keep you safe and to remind you how important it is for all of us to do our bit to slow the spread of the Covid-19 virus.

Cooperation Patience and Assistance

As you are no doubt aware things have changed quickly in the last few weeks, we are excited that we can finally re-open the shed, we ask for your cooperation, patience and assistance so that we can continue to operate safely.

Key Points

To keep yourself, and your friends and family safe there are three key actions that we ask you to take:

- **Keep your distance – stay 1.5 metres away from others**
- **Practise good hygiene**
- **Stay home if you are unwell**

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Friday 9am – 12pm

Procedure for your entry to the Men's Shed

7. All members must enter through the front door only and sign in
8. You will be welcomed, provided with this information sheet and requested to complete the Covid-19 Self Declaration Form (see below)
9. A designated person will take your temperature and if it is within normal limits you will be requested to sign in
10. If your temperature is above normal range (38 degrees) you will be requested to leave the Shed immediately to be tested for Covid-19 and to not return until cleared by a medical practitioner
11. You will be verbally informed of your responsibilities (including adhering to social distancing and hygiene protocols) requested to ensure that you read and understand the information provided
12. Members are encouraged to have a flu injection and to download the Covid-19 app on their phones

Numbers of People permitted in each area at any one time

Area	Maximum Numbers
Foyer / Entry / Sign in area	4
Office	2
Workshop / Woodwork	10
Computer Group / Tech Room	6
Photography Group	5
Music Group	10
Metal Welding Group	2
Motoring Group	4
Cycling Group	Depends on size of meeting place
Pool Group	5
Kitchen	4
Dining room	6
Toilets	1
Mecha Group	6 in dining room and extra members to locate to the wood work area

Appointment of Section Leaders

The Committee of Management has appointed a Section Leader for each group.

The responsibilities of your Section Leader are to:

- Oversee the number of people in each Area
- Remind members of social distancing requirements
- Ensure that cleaning requirements are being adhered to
- Provide guidance for group members on staggered morning tea and lunch breaks
- Remind group members of their cleaning responsibilities

Requirement to Follow these Guidelines

All members will be provided with a copy of these Guidelines along with the Member information sheet. The information will be verbally reinforced to provide members with a full understanding where required.

Where members fail to follow these guidelines and behave in a manner that severely risks the health and safety of others the disciplinary process will be invoked and could include the member being excluded from entering the Shed on a temporary and / or permanent basis.

Staggering morning tea and lunch breaks

In order to implement social distancing and good hygiene practices you are requested to adhere to your group's time slot for your breaks.

You are requested to get your drinks and heat your food as quickly as possible and move out of the kitchen to allow other members access to the area.

If you are using the dining room (assuming maximum numbers for the area are reached) you are requested to eat your meal and move out of the area as soon as possible.

If you are not able to use the dining room due to numbers please take your food and / or drink outside or back to your section area.

Breaks have been extended to enable group members to cycle through communal areas while observing social distancing and hygiene requirements.

Break	Time	Group
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Routine Cleaning and Disinfection

High contact touch areas must be disinfected before and after use using the wipes provided.

How to Clean and Disinfect

Covid-19 spreads through close contact with an infected person and is typically transmitted via respirator droplets (produced when an infected person coughs or sneezes). It may also be possible for a person to acquire the disease by touching a surface of object that has the virus on it and then touching their own mouth, nose or eyes.

- 5. Wear disposable gloves when cleaning & disinfecting and discard after use
- 6. Thoroughly clean surfaces using wipes provided and dispose of appropriately

Procedure for wiping down toilets, equipment and work stations

Hobson’s Bay Men’s Shed Inc. will provide all cleaning products to enable members to undertake cleaning requirements.

Use disposable gloves (where required) and disinfectant wipes provided

Dispose of cleaning wipes and gloves immediately into receptacles provided.

Management of Crockery and Cutlery

Wash cutlery and crockery in hot soapy water, dry with disposable paper towel and put away.

Remember – If you are un-well PLEASE STAY HOME

Please complete the self- declaration below

THANKYOU

Committee of Management

COVID-19 SELF DECLARATION FORM

Name: _____

1. Have you or a member of your household or immediate family travelled outside of Australia or Victoria in the last 14 days?

No

Yes



Have you completed the 14 day self-isolation period?

Yes

No

Leave HBMS

immediately

2. Have you been in close contact with a confirmed case of Covid-19?

No

Yes



Have you completed the 14 day self-isolation period?

Yes

No

Leave HBMS

immediately

3. Have you ever been diagnosed with Covid-19?

No

Yes



Have you provided a medical clearance prior to entering HBMS?

Yes

No

Leave HBMS immediately and

see your GP

4. Do you have any of the symptoms (eg: Fever, dry cough, sore throat, shortness of breath, headache) relating to Covid-19?

No

Yes

Leave HBMS immediately, report the matter to a Committee of Management Member and see your GP

Declaration:

- I will not enter HBMS if I have Covid-19 symptoms or have been in close contact with a confirmed case of Covid-19. I will report the matter to a member of the HBMS Committee of Management and contact my GP.
- I will leave HBMS immediately if I develop any Covid-19 symptoms and report the matter to member of the HBMS Committee of Management and GP.
- If I am confirmed positive to Covid-19 I will immediately notify member of the HBMS Committee of Management and complete the isolation as directed by the Chief Medical Officer.
- I confirm the information on this form is true and correct.

Signature: _____

Date: _____



Information on the use of surgical masks

Should I wear a surgical mask?

Most people will not benefit from wearing a surgical mask. Masks are of benefit to people who are sick so they don't cough on others, and health care workers who have frequent, close contact with sick people.

General public

Surgical masks in the community are only helpful in preventing people who have coronavirus disease from spreading it to others. If you are well, you do not need to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission in public.

Specific requirements are in place for people who have returned from a country or region that is at high or moderate risk for COVID-19, or think may they have been in close contact with a confirmed case of coronavirus. Go to www.health.gov.au/covid19-travellers for the list of at-risk countries and isolation requirements.

If you are required to isolate, you should use a surgical mask (if you have one) in the following circumstances:

- You need to leave your home for any reason and will be in public areas
- You are visiting a medical facility
- You have symptoms and other people are present in the same room as you.

Suspected case

If you are suspected of having coronavirus disease, your primary care provider will give you a surgical mask to wear when you enter the emergency department or general practice.

This is a precaution to reduce the risk of spreading COVID-19, especially through coughing.

You should follow your primary care provider's advice on how to fit and wear the surgical mask. You should continue to use the surgical mask in all public places until you are advised otherwise by public health authorities.

If you are suspected of having coronavirus, you can find more information at www.health.gov.au/covid19-resources.

Confirmed case

If you are confirmed to have coronavirus disease, follow the advice of your primary care provider and public health authorities on wearing a surgical mask. You should wear a surgical mask if you need to leave the house; when you are in contact with health care workers; or, when other people are in the same room.

Health care workers

During the course of their work, health care workers may be exposed to patients who are suspected or confirmed of having COVID-19. When caring for patients with suspected or confirmed COVID-19, health care workers are required to wear appropriate personal protective equipment (PPE) (masks, gloves, eye shields and/or gowns) to protect themselves from infectious illnesses and help stop the spread of disease. The PPE required will depend on the

type of interaction. It is important that our health workforce remains strong and healthy during this time.

Information for health care workers looking after patients in hospitals and non-inpatients is available at www.health.gov.au/covid19-resources.

Pathology specimen collectors

Pathology specimen collectors should follow the advice for health care workers above and wear appropriate PPE when collecting specimens from confirmed or suspected cases to protect themselves and help stop the spread of the disease.

Customer service staff

Customer service staff and public officials do not need to wear a mask as there is less chance they will come into close contact with suspect or confirmed cases. All staff are required to practice social distancing and good hygiene practises.

If you feel unwell, stay at home, let your supervisor know and seek further medical advice.

How do I get a surgical mask?

If you suspect you are ill with coronavirus disease, you should seek health care from a hospital or your general practice GP, where you can also get further information on surgical masks.

The Australian Government is supporting general practices that are seeing patients with suspected coronavirus and are unable to access sufficient surgical masks. These surgical masks should be available through primary health networks (PHNs). General practices should contact their local PHN in the first instance and outline their needs.

General practices and medical practitioners are encouraged to refer to the Department of Health website which includes specific information on treating possible coronavirus patients.

How can we help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 1.5 metres away from people).

More information

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not coronavirus.

For the latest advice, information and resources, go to www.health.gov.au

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of each state or territory public health agency is available at www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to a doctor.