



U3A Dandenong Inc. ABN: 86 401 693 866

Tutor Checklist

Dandenong U3A

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Revision Table

Revision	Updated by	Role	Change	Issued
1.0	J Keane	President	Initial Issue	05/01/2021
2.0	J Keane	President	Updated with Covid marshal	19/07/2021

Course -			
Tutor -			
Venue	Room	Time	
Emergency Information			
First aider name			
First Aid Kit is located		Note –remove First aid kit from storage and place in easily accessible location	
AED is located			
Building address			
Office phone number			
Room number / name			
Evacuation exit			
Evacuation meeting point			
At start of Each Class			
Covid Marshal (s)			
Ensure the following consumables are available			Stored in bag of cleaning supplies
Spare face masks	Hand sanitiser	Disinfectant wipes	Disposable gloves
Spray bottle of spray disinfectant		Paper towel	
All course members are signed in			
All course members have a face mask if required according to current restrictions			
All course members are physically distanced and number in the room does not exceed room capacity for the activity and furniture layout.			
All members are notified/reminded that they are responsible for disinfecting surfaces they touch – includes tables, chairs and toilets.			
At end of each class			
Desks to be sprayed and wiped using disinfectant spray			
Fabric surfaces such as chairs and computer equipment to be wiped with disinfectant wipes			
Other equipment to be disinfected by disinfectant solution or disinfectant wipes as appropriate for the equipment.			
Return equipment to its storage cupboard, lock cupboard and disinfect handle/lock			
If last class for the day in room		If last class for day in building	
Check all members have left the room		Check all members have left the building	
Lock the room		Ensure doors are locked when leaving	