

# RPM COVID 19 Safety Policy from 1 May 2020

## Conditions of entry

1. Entry by appointment only, maximum 20-30 minute time slot for shopping. This reduces exposure time, as well as it gives everyone a chance for an appointment at key times without too long a wait if someone is already inside.
2. Only 1 shopper at a time, (Possibly 2, but only if from same household.)
3. Appointments run on the half hour every day from 11am to 6:30 pm. Close at 7pm.
4. If you have arrived without an appointment just call Lizzie 0410 617 600 or Steve 0466 88 59 88 and we may be able to fit you in or book you a little later the same day, but we prefer appointments a day in advance to avoid disappointments and avoid conflicting times. We also have online booking at <https://www.picktime.com/RPMRecords>
5. We will ask you to use the provided mandatory hand sanitizer upon entry and rubber gloves are available upon request.
6. We will be cleaning common surfaces between customer appointments, trying to leave 10 minutes between for this.
7. You must remain 2 metres from staff at all times where possible and we will do the same.
8. Masks will be worn by staff and we would appreciate it if you bring one too but understand if you don't have any.
9. You must complete the Customer Consent Form below before entering that asks you standard questions about travel and contact with others and also MOST importantly, so that if we have any cases from anyone who visits the shop in the next few weeks, then we have your contact details so we can help trace you. When people randomly walk in off the street, we have no way of contacting them later if we need to, if they may have been exposed or an asymptomatic carrier.
10. We also have our discogs on line shop RPM Sydney working and so you can see what we have so far listed there and then come collect at the shop to avoid any shipping charges. We also welcome phone orders and we are happy to be your eyes in the shop if needed.

Thanks for your help and support in these strange times.

## Consent Form to be completed before entry to RPM Records

\_\_\_\_\_  
Your Name Printed  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of entry \_\_\_\_\_

1. Have you travelled overseas since 1 March 2020? **YES / NO**  
If **NO** then go to Question 2.  
If **YES**, have you completed 21 days of self-isolation and been determined not to have had COVID 19?  
**YES / NO**  
If **NO** then please **STOP** and come back when you have.
2. Have you been in contact with someone who has or had COVID19? **YES / NO**  
If **NO** then go to Question 3.  
If **YES**, have you completed 21 days of self-isolation and been determined not to have had COVID 19?  
**YES / NO**  
If **NO** then please **STOP** and come back when you have.
3. Do you have any cold or flu like symptoms currently? **YES / NO**  
If **NO** then go to Question 4.  
If **YES** then please **STOP** and come back when you haven't any symptoms.
4. Please, if you cough or sneeze while in the shop, which we know happens due to the dusty nature of our shop, then you **MUST** cover your mouth with your elbow/sleeve if not wearing a mask.

I have answered these questions truthfully and to the best of my knowledge.

I have read and agree to all 10 conditions of entry including my contact details being shared with Health Authorities to contact trace any cases of COVID 19 that may occur in or near RPM. We are not currently using the COVID App so this is an old school alternative just in case or in addition to you using the app.

Customer Signature \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Accepted by RPM Staff \_\_\_\_\_