

# COVID Safe Plan

## Our COVIDSafe Plan

Business name:	Mitchell Shire Leisure Services
Site location:	Kilmore Leisure Centre and Seymour Sports and Aquatic Centre
Contact person:	Leisure Services Coordinator
Contact person phone:	5734 0600
Date prepared:	September 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p><i>Hand Sanitiser stations located at:</i></p> <ul style="list-style-type: none"> <li>• COVID-19 Infection Control Training Certificate</li> <li>• Entrance to the Centres.</li> <li>• Entrance to pool hall.</li> <li>• Entrance into the gymnasium.</li> <li>• Antibacterial wipe stations provided throughout the gymnasium.</li> <li>• Rubbish bins with bin liners provided throughout the Centres for waste.</li> </ul> <p><i>Hand Sanitiser pump bottles provided at:</i></p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Changeroom</li> <li>• Lifeguard Station</li> <li>• Gym Desk</li> <li>• Creche Room</li> <li>• Offices</li> <li>• Sign in Contractor table</li> <li>• All staff completed COVID-19 Infection Control Training</li> <li>• A4 "How to wash and sanitise your hands correctly" signage displayed in all changerooms and staff rooms</li> <li>• Supplies purchased in bulk - anti-bacterial wipes, hand sanitiser, hospital grade strength disinfectant, gloves, paper towel</li> <li>• Duty managers to manage stock levels</li> <li>• <a href="https://mitchellshire.sharepoint.com/SiteAssets/SitePages/Coronavirus--COVID-19-/Wash%20your%20hands%20regularly%20poster.pdf?web=1">https://mitchellshire.sharepoint.com/SiteAssets/SitePages/Coronavirus--COVID-19-/Wash%20your%20hands%20regularly%20poster.pdf?web=1</a></li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Air conditioning set for optimum air flow at the start of each workday.</li> <li>• Windows opened throughout the Centres during operational hours for enhanced air flow where possible.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>• All staff and patrons required to wear face masks whilst in the centre</li> <li>• When participating in exercise or physical activity where you are out of breath or puffing, such as jogging or running, you do not need to wear a face covering. You do have to carry a face covering with you so you can wear it before or after exercising, unless you have a lawful exception.</li> <li>• All staff responsible for monitoring use of face coverings in patrons, unless a lawful exception applies.</li> <li>• Mask and gloves to be worn when cleaning</li> <li>• Bulk supplies of gloves supplied</li> <li>• Staff to supply own masks, supply of disposable masks kept on premises in case staff member forgets mask.</li> <li>• <a href="https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-risks-face-coverings-workplaces">https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-risks-face-coverings-workplaces</a></li> </ul>
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p>Staff Re-inductions undertaken upon reopening and include:</p> <ul style="list-style-type: none"> <li>• COVID-19 safe practices.</li> <li>• Responding to emergencies in a COVID-19 environment.</li> <li>• The importance of not attending work if unwell.</li> <li>• Information provided to staff on the use of face coverings and PPE</li> <li>• COVID-19 Infection Control Training Certificate</li> <li>• <a href="#">Appropriate use of personal protective equipment (PPE) for coronavirus (COVID-19) in the work environment frequently asked questions (Word)</a></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>Access removed for the following:</p> <ul style="list-style-type: none"> <li>• Lockers</li> <li>• Water bubblers</li> <li>• Pool toys and equipment</li> <li>• Shared Yoga Mats</li> <li>• Kiosk now stocking mats, kickboards, towels etc for sale</li> <li>• Self-scan / barcode scanners</li> <li>• Eftpos only, no cash sales</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• <i>Touch points cleaned hourly</i></li> <li>• <i>COVID-19 Cleaning checklist introduced.</i></li> <li>• <i>Staff re-inducted and includes touch point cleaning training.</i></li> <li>• <i>Avoid sharing of equipment such as phones, desks, headsets, or other equipment</i></li> <li>• <i>Staff provided with their own personal equipment, labelled with their name where possible, ie laptops for admin team.</i></li> <li>• <i>Shared items sanitised end of every shift before hand over to next staff member e.g handheld radio, phones, keyboards, eftpos machine, desks.</i></li> <li>• <a href="#"><u>DHHS: Cleaning and disinfecting to reduce COVID-19 transmission</u></a></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• <i>Supplies purchased in bulk – anti-bacterial wipes, hand sanitiser, hospital grade strength disinfectant, Gloves, paper towel</i></li> <li>• <i>Duty Manager to monitor supplies of cleaning products and regularly restock</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>• Mitchell Shire Council Policy in place for working from home.</li> <li>• All staff that can work from home have been set up with resources and are currently doing so.</li> <li>• ROHS620 - Working Alone, from Home, Remotely or in Isolation</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 1.0 Staff not permitted to work across multiple sites.</li> <li>• Staff surveyed of preferred worksite option.</li> <li>• Rosters adjusted and staffing levels reduced.</li> <li>• Records kept of staff who must work across both centres.</li> <li>• Permits required</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p>Staff not permitted to attend work when:</p> <ul style="list-style-type: none"> <li>• Unwell and / or showing symptoms of COVID-19.</li> <li>• Are being tested for coronavirus and must notify employers if they are a positive case.</li> <li>• Workers who test positive must not work.</li> <li>• Staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS must stay home and not attend work until told by DHHS that their quarantine period has ended.</li> <li>• Duty Manager to undertake a health questionnaire of each staff member prior to starting shift.</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p>Communal Areas</p> <ul style="list-style-type: none"> <li>• One person per four square metre rule applied in all areas including gym, group fitness studio, pool hall, change rooms, offices and public communal spaces.</li> <li>• Sneeze screens installed at customer service desk in Centres.</li> <li>• Seating removed and tables removed from indoor café / reception and pool hall areas.</li> </ul> <p>Gymnasium</p> <ul style="list-style-type: none"> <li>• The layout of the gym floor and specific workout areas have been reviewed to enable patrons and staff to keep at least 1.5 metres apart while exercising.</li> <li>• Gym equipment has been spaced to a minimum of 1.5 metres distance apart.</li> <li>• Gym equipment to be disabled if unable to be relocated.</li> </ul> <p>Group fitness Studios and Outdoor Classes</p> <ul style="list-style-type: none"> <li>• Staff trained in incident and hazard reporting.</li> <li>• One person per four square metre.</li> <li>• Floor markers at 1.5m distance.</li> <li>• Step 3 Restrictions allow 10 people + instructor for outdoor class participation.</li> <li>• Class/session times staggered and allowing for a minimum of 15 minutes between classes so there is no overlap between customers arriving and leaving and allowing time to disinfect touch points and equipment used.</li> <li>• Restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity.</li> <li>• Customers asked to leave the premises once they have completed their session or class.</li> <li>• Staff to monitor and enforce social distancing.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• Floor markings provided in all communal areas</li> <li>• Designated entry and exit doors for communal offices</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<ul style="list-style-type: none"> <li>• Offices configured so all workstations are wall facing.</li> <li>• Desks located at min 1.5 metres apart</li> </ul>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>• <i>Staff rostered across staggered shifts.</i></li> <li>• <i>Minimal staff rostered at one time.</i></li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• <i>Reinforced messaging to staff that physical distancing needs to be maintained during work and during social interactions</i></li> <li>• <i>Staff educated on workplace hygiene standards that when utilising common areas/staff room (cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on meal surfaces, etc.).</i></li> </ul> <p><i>When meetings or training are essential</i></p> <ul style="list-style-type: none"> <li>• <i>Adopt non face-to-face options to conduct – e.g. electronic communication such as video conferencing.</i></li> <li>• <i>if a non-face-to-face option is not possible, ensure face-to-face time is limited.</i></li> <li>• <i>Meeting and/or training to be held in spaces that enables physical distancing to be observed e.g. outdoors or in large conference rooms.</i></li> <li>• <i>Limit the number of attendees in a gathering, meeting or training.</i></li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• <i>Contractor sign in station with hand sanitiser for contractors and delivery drivers at entrance of Centres.</i></li> <li>• <i>Designated drop point for contactless deliveries.</i></li> <li>• <i>Paperless invoicing in place</i></li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• <i>Staggered start and finish times, shifts and break times, to reduce usage of common areas at the same time</i></li> <li>• <i>Staff rostered across staggered shifts</i></li> <li>• <i>Staff lunch breaks staggered</i></li> <li>• <i>Monitoring of staff congregating on shift.</i></li> <li>• <i>Staff encouraged to minimise time on breaks in shared facilities with others.</i></li> </ul>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b></p>	<p><i>Maximum occupancy signage displayed:</i></p> <ul style="list-style-type: none"> <li>• <i>Front door</i></li> <li>• <i>Reception</i></li> <li>• <i>Gym door</i></li> <li>• <i>Group fitness studio</i></li> <li>• <i>Change rooms</i></li> <li>• <i>Offices</i></li> <li>• <i>Stadium (SSAC)</i></li> <li>• <i>Plantroom</i></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li>• Register of attendance established to assist with contact tracing:</li> <li>• Members details captured through Point of Sale software upon self-check in.</li> <li>• Casual visitation details captured manually at front desk, scanned into COVID-19 contract tracing folder.</li> <li>• Online booking system in place for group fitness classes.</li> <li>• Contractor sign in station set up in foyer.</li> <li>• Staff must apply for permit to work across multiple sites.</li> <li>• Register of attendance established where staff must work across multiple sites.</li> </ul> <p><a href="#">LINK EMPLOYEE HEALTH QUESTIONNAIRE</a>  <a href="#">COVID_19 STAFF HEALTH QUESTIONNAIRE September 2020</a></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>Online reporting systems</p> <ul style="list-style-type: none"> <li>• Staff trained in incident and hazard reporting.</li> <li>• Staff trained in reporting incidents electronically into RMSS <a href="https://riskmanager6.rmss.com.au">https://riskmanager6.rmss.com.au</a> from any mobile device or account.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Identify the roles and responsibilities of employer and staff during outbreak.</li> <li>• Prepare for absenteeism of staff members required to quarantine or isolate.</li> <li>• Prepare for staff movement due to Centre closures during COVID-19.</li> <li>• Indoor Group Fitness classes moved online and utilising social media platforms</li> <li>• Outdoor classes resume 21/9/2020 with 10 people plus Instructor as of 16/9/2020</li> <li>• Plans to communicate with customers, suppliers, stakeholders in the event of a positive case</li> </ul>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance and visitors at the Centre.</li> <li>• Consult with DHHS on whether the Centre or part of the Centre is required to close for a short period to facilitate cleaning and enable contact tracing.</li> <li>• Provide details that will assist in contact tracing such as records of, staff rosters and up-to-date contact details for staff should they be required.</li> <li>• Provide details of visitor registrations should they be required</li> </ul>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<ul style="list-style-type: none"> <li>• Determine what areas of the centres were visited or used by the confirmed case by referring to records of staff attendance at the workplace.</li> <li>• Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.</li> <li>• Undertake cleaning and disinfecting of all areas that were used by the confirmed case.</li> <li>• Wider cleaning and disinfection of the Centre, paying particular attention to high-touch areas as may be advised by DHHS.</li> <li>• The Centre or part of the Centre as determined by DHHS will remain closed until completed.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>• Staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS are advised to take a Covid-19 test and do not come to work for 14 days after their last close contact with the positive case.</li> <li>• Any staff member who tests positive for coronavirus (COVID-19) should remain at home in 14-day self-isolation until they have been notified by DHHS that they have met the criteria for release.</li> </ul>

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> <li>• During self-quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.</li> </ul>
<p><b>Prepare to notify workfers and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>• In the event of a confirmed case, an email and SMS Blast will be sent out to all staff, contractors, delivery drivers and members and visitors..</li> <li>• Webpage and social media pages to be updated</li> <li>• Regularly update and manage contract tracing registers.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>WorkSafe must be notified <b>immediately</b> after becoming aware that:</p> <ul style="list-style-type: none"> <li>• an employee, independent contractor, employee of the independent contractor, or self-employed person has received a confirmed COVID-19 diagnosis</li> <li>• the diagnosed employee, independent contractor, employee of the independent contractor, or self-employed person has attended the workplace within the relevant infectious period.</li> <li>• Infectious period means the date, being 14 days prior to the onset of symptoms consistent with COVID-19 or a confirmed COVID-19 diagnosis (whichever comes first), until the date on which the person receives a clearance from isolation from the Department of Health and Human Services.</li> </ul> <p><a href="#">WorkSafe COVID-19 reporting form</a></p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>• If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.</li> <li>• The management will work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.</li> <li>• Following a coronavirus (COVID-19) case at a Centre, risk management controls and infection prevention measures are to be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_