

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Chiltern Swimming Pool
Site location: 10 Alliance St, Chiltern VIC 3683
Contact person: Rod Simms
Contact person phone: 0459 277 255
Date prepared: 19 November 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<i>Hand sanitiser stations are located at the entry point of the business. sanitiser stations are located in kiosk Checklists are in place to monitor stock levels of sanitisers, soaps, paper towels and wipes. Ordering is in place to ensure we remain high stock levels. Signage in place in all areas including staff areas on how to wash and sanitise hands for hygiene purposes.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Staff regularly check windows and air conditioning are set for optimum air flow at the start of each workday or shift.</i>
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.	<i>Appropriate PPE is located in kiosk storage area. Managers, Coordinators and Duty Managers will keep staff updated on the wearing of masks. Currently masks do not need to be worn as of 19 November 2021</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<ul style="list-style-type: none"> • <i>Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly – signage is in place in staff areas.</i> • <i>Reinforcing the importance of not attending work if unwell.</i> • <i>Face masks no longer need to be worn as of 19 November 2021</i>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Avoid sharing of equipment such as phones, desks, computers - staff are assigned to a work station at the start of each shift and clean and sanitise before and after use. Staff do not swap across stations where applicable.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • <i>Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) – these areas are identified on cleaning checklists in kiosks.</i> • <i>Provide information about workplace cleaning schedule and how to use cleaning products – staff have been trained and inducted on correct procedures to sanitise and also clean.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Identify which products are required for thorough cleaning – supplier agreements in place for procurement.</i> • <i>Monitor supplies of cleaning products and regularly restock – staff monitor daily and report back to line manager for ordering. This is overseen by the Regional Operations Coordinator. Knowledge of supply chain delivery times are communicated to staff to assist with the stocktake understanding.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Density Quotients Adhered to at all times</p>	<ul style="list-style-type: none"> <i>Density limits are no longer needed as of the 19 November 2021</i>
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Roles that can be completed at home – Any administration task that is related to computer/data entry by administrators.</i></p> <p><i>All work performed on site is direct service by staff.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <i>Communicate the requirement for workers not to work across multiple sites where possible. This is covered in inductions for all staff and formal communications to staff.</i> <i>Adjust rosters and developing procedures to ensure workers do not work across multiple sites where possible. We use of EMP LIVE to restrict staff where possible to work at the one site.</i>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>Workers do not attend work when undergoing a COVID test and must advice work place of the result before attending the next shift. Staff to follow directions from the DHHS in regards to self-quarantine tine lines and test results/procedures.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <i>Signage in place to inform staff of social distancing. No density limits in place as of 19 November 2021</i> <i>Seating has been rearranged and removed in some examples to ensure physical distancing.</i> <i>We have also staggered seating in staff room so staff are not facing one another on break</i> <i>Sneeze screens are in place and/or windows at reception entry points.</i>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> <i>Floor markers in place in high traffic areas to remind people of 1.5m distance requirements.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> workstations have been adequately spaced from each other, and staff moved to areas that separate them from other staff to ensure social distancing. Again, non-direct service hours are very limited. Workstations have been reconfigured so no worker faces another as well.
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> Staff entry to the building prior to public opening Touch point buttons are cleaned daily. Sanitiser station and sanitiser wipes are located in the immediate
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> Floor markings with social distancing tiles are spaced to provide minimum physical distancing guides at entrances and exits to the facility.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Trades and contractors use back entry and exit system to the site that is as contactless as possible and quick to enter and exit. Procedure is they report to front desk then have staff member open back roller door for access to the centre to minimise and contact points.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> Start and finish times of shifts in across each department have been staggered where possible to reduce usage of common areas at the same time Staff have been encouraged to minimise time on breaks in shared facilities with others. This has been communicated especially for staff who check phones while on breaks, reducing any excess time on break by encouraging staff to check phones at the conclusion of their shift and also maintain length of shift between 3-5 hours where applicable.
<p>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 ‘four square metre’ rule.</p>	<p>Density limits are not needed as of the 19 November 2021</p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Ensure a COVID- 19 Check in Marshal is in place at entry to facility during all opening hours.</p>	<ul style="list-style-type: none"> All Lifeguards as well as Duty managers take on the Responsibility of Covid-19 Check in marshals whilst rostered on. A staff member is stationed at the point of entry of the facility to ensure check ins are completed. COVID-19 check in marshals will ensure all members and guests use the QR codes to check in; as well as members and guests 12 years 2 months and over present a valid COVID-19 Vaccination Certificate, or medical exemption tick on their phone (immunisation history) prior to entry to the facility.

Guidance	Action to ensure effective record keeping
<p>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.</p>	<p><i>Staff workplace rosters indicate their direct service responsibility and area of the venue they will work in.</i></p> <p><i>All staff are required to QR check in each time they enter the centre. If any staff member does not have a phone can use the Vic Gov Kiosk to check in.</i></p> <p><i>No Paper based records are kept on site all staff and patrons either QR in or are signed in on Vic Gov Kiosk at kiosk..</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Staff are trained on reporting of any incident in the workplace and also on the mandatory reporting of safety plans, COVID 19 cases and/or checklists to relevant authorities.</i></p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Business continuity plan updated and located in WHS notice board space. All issues and company roles and responsibilities are described. Service delivery will be done in consultation with local Government (councils) Follow the COVID-19 Novel Coronavirus Decision Framework to inform all parties of a suspected or confirmed COVID-19 case/</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>DHHS point of contact for the centre – Rod Simms 0459 277 255 rsimms@belgravialeisure.com.au</i></p> <p><i>All Members to the centre scan their members fob to allow themselves to enter the facility, if they do not have a member band/card on them staff will enter the member onto the system. This then record their visit on Point of Sale system, from this point we can download attendances in the instance of an exposure.</i></p> <p><i>Staff attendance is accessed via payroll records, QR scan records and also the Health Questionnaire records.</i></p> <p><i>Rod Simms or a nominated representative from Belgravia Leisure will prepare records from the exposure period (including Members either side of the Exposure period by 30min), pay role reports will also be prepared to record staff present as well as any contractors present. All of the above information can be provided to Department of health if required.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • <i>Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces – see daily checklist and Quay Clean SOP's.</i> • <i>Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk – refer to COVID-19 Novel Coronavirus Decision Framework</i> • <i>Follow the Belgravia Leisure response plan</i> • <i>Immediately notify Facility Manager and WHS Manager at Head Office</i> • <i>Report the COVID-19 incident online through the online COVID-19 Incident Report Form</i>

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> • Affected staff member/customer to immediately go home and isolate for 7 days (if double vaccinated or 14 days if unvaccinated). Visit a COVID – 19 Testing centre as soon as possible to receive a test. • All areas to be cleaned/disinfected as per staff twice daily checklist. Deep clean of facility will only be required in extreme situations. • If positive results, follow guidelines of WorkSafe or Health Dept. • Staff member/customer unable to return until medically cleared • Site closures where necessary and only after CEO approval • Regular review of procedures • Local level staff to work with the WHS Manager through all stages of the Belgravia Response Plan <p>Obligations: Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</p> <p>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected worker’s workspace, areas where they attended and high-touch surfaces.</p> <p>Where a work premises has three or more suspected cases in a five-day period a risk assessment around the need to vacate the work premises is required.</p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<ul style="list-style-type: none"> • Worker to isolate in first aid room/kiosk located at the venue. • Affected staff member/customer to immediately go home and isolate for at least 7 Days if vaccinated or 14 days if unvaccinated. Visit a COVID-19 testing centre to be tested as soon as possible • Contact tracing to inform potential exposures • Follow the Belgravia Leisure response plan • Immediately notify Facility Manager and WHS Manager at Head Office • Report the COVID-19 incident online through the online COVID-19 Incident Report Form <p>Obligations: A worker suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker must wear a mask and be physically distancing from all other staff persons. An employer must advise the worker to undergo a COVID-19 test and self-quarantine.</p>
<p>Prepare to notify workers and site visitors</p>	<ul style="list-style-type: none"> • Daily update and management of attendances list, including the contact details and date of attendance of staff and visitors to the workplace, including customers, clients, delivery workers, maintenance workers. This is done through predominately QR code scan in, with the additional back up of EMP live scan in, contractor sign in and venue guest attendance records • Communication to staff to follow the Belgravia Leisure response framework. <p>Obligations: For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are considered close contacts and direct them to stay in self-isolation for 7 days (double dosed vaccination)</p> <p>For all suspected or confirmed cases, employers must inform all workers at the workplace (including the Health and Safety Representative – Dimity Pickens) to be</p>

Guidance	Action to prepare for your response
	<p><i>vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p> <p><i>All workers at the work premises must be notified if there is a confirmed case.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>Follow the Belgravia Leisure response plan</i> • <i>Immediately notify Facility Manager and WHS Manager at Head Office</i> • <i>Report the COVID-19 incident online through the online COVID-19 Incident Report Form</i> <p><i>Obligations:</i></p> <p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p> <p><i>Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>Follow the Belgravia Leisure response plan</i> • <i>Notify HSR – Dimity Pickens and also Work safe as per the Belgravia Leisure response plan</i> <p><i>Obligations:</i></p> <p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p> <p><i>Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning</i></p>

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

Signed



Rod Simms
19/11/2021