

COVID-19 safety plan – YAWA AQUATIC CENTRE

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you’re planning a safe return to work here: <http://www.safeworkaustralia.gov.au>

You **don’t** need to send this plan to SafeWork/WorkSafe for review or comment.

Company details

Business name: Belgravia Leisure – Yawa Aquatic Centre	Manager approval: Dan Andrews	Worker representative consultation:
Division/group: Leisure		
Date completed: 26 October 2021	Name of Asst manager: Pat Otten	Name of worker representative:
Date distributed: 26 October 2021		
Revision date: 19 November 2022		

Refer to the Safe Work Australia webpage for further guidance on constructing a COVID-19 safety plan.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>What will be done to manage risks from restarting business after lock-down?</p>	<ul style="list-style-type: none"> All staff to declare any illness and any contact with potential COVID 19 All staff to provide vaccination certificates All Vaccination certificates to be stored as hard copies (kept in Centre Managers Office) Where possible offer cashless transactions Ensure hand sanitizer stations are available around the facility and back of house offices Additional education to teams regarding changes to guidelines and any new procedures Mandatory COVID-19 online training for all facility staff. All staff training to be recorded Up to date signage and educational material to be visible on TV screens and in appropriate locations around the facility. Maximum capacity limits displayed for each area in accordance to the square meterage requirements Social distancing practices (4sqm per person, 1.5 distance) for staff and patrons Abide to Government guidance in occupancy advise per area of facility Cleaning checks are completed twice daily in each area for high touch points and documented by staff upon completion Night cleaning and day cleaners active and recording when high touch point areas are completed Review and update of emergency plans 	<p><i>Facility Manager</i></p> <p><i>Assistant Centre Manager</i></p>

	<ul style="list-style-type: none"> • Review and update of incident management procedures and reporting practices • Wearing of face masks for patrons and staff when distancing is not possible • Mandatory proof of valid vaccination status in line the public health order for patrons and staff 12yrs & 2 months or older • Facility Covid marshal (staff) – checking of cleaning checklist and patron following required procedures • Mandatory QR check-in via Vic Services App upon entry and vaccination certificate sighted by COVID Marshal to access facility • Booking system in place, cashless where possible • Booking system in place for group fitness class & Gym areas as required to allow social distancing. • Gym equipment is spaced out to ensure 1.5m social distancing • Separate delivery area away from public spaces • School bookings have a separate entrance point to ensure minimal exposure to children and staff • Rostering system “EmpLive” in place to manage staff rosters and attendance • Contractor sign in at reception to tract all onsite attendances • Member database stored on Activeworld to allow for efficient and effective communication in the case of a COVID case. • Undertake and update any regulated, mandatory reporting of safety plans, COVID checklist and audits prior to reopening and during operations • Implement changes as they come through from the government / Department of Health and Human Services <p>Facility Hire Groups notified of current restriction levels to continue hire in this period.</p>	
<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review. • Provide staff with appropriate PPE equipment for cleaning and providing assistance during a first aid • Staff and management to follow facility, Mornington Peninsula Shire, Belgravia organization and Government COVID-19 information and guidelines (information documents, risk assessments, procedures, policies and checklists) • Staff given access to all COVID-19 documentation including the COVID safe plan • COVID SAFE PLAN – Available on OHS noticeboard and available as hard copy in offices • All staff completed Covid Infection Training – online • Full Centre induction training covered off COVID components • Regular / weekly meetings to review policies, procedure and safety plan • Leadership team meetings with organization and Council management • Annual COVID refresher training will be completed at full staff evacuation training. • Training to be delivered to COVID Marshals • COVID Marshal roster developed – no longer than 3 hour shifts 	<p><i>Facility Manager</i> <i>Assistant Centre Manager</i></p>

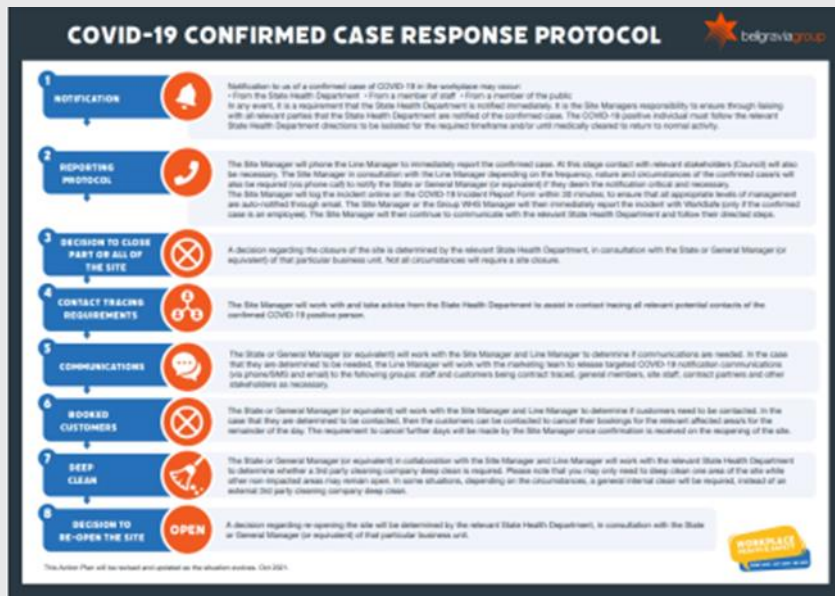
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<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<ul style="list-style-type: none"> • Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information. • All staff who show cold and flu symptoms will not be allowed into the facility; follow up with all cold and flu cases to check on condition and possible return • Daily check-ins with staff to discuss wellbeing • QR check-in and double vaccination certificate is mandatory for all staff to aid in contact tracing • Staff have access to Belgravia Leisure COVID-19 response documentation and understand documentation • Staff who become unwell before or during work to immediately notify Facility Manager who will contact General Manager and Group Manager WHS as per company guidelines • Staff to remain home until cleared by negative PCR test/medical professional & remain in isolation from the workplace until such time. (As stated by current public health order direction) • Staff to read and understand COVID-19 Safety Plan • Head Office communication channels with all staff (daily, weekly updates, call-ins, CEO live sessions) • Staff provide evidence of their Covid vaccination history – As of the 22nd October 2021 - all staff are to be doubled vaccinated and provide a copy of valid vaccination certificate before returning to workplace. 	<p><i>Facility Manager</i></p> <p><i>Assistant Centre Manager</i></p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport. • Staff and customers to maintain social distancing at all times • Operational areas maintain distancing; • Use of risk mitigation strategies for various programs and work areas (Group Fitness, gym, personal training, communal areas, etc.) • Cleaning checklists to be completed by area staff. Extra cleaning throughout the day to ensure frequent wipe down of high-traffic touch points. • Full facility cleans completed by cleaning contractors to clean all key touch points within the facility • Hand sanitiser stations provided around the facility for staff/customers to use (entry/exit/high traffic touch points) • All visitors tracked via membership, booking system details and QR code. • Equipment (Group fitness & Gym equipment) cleaned after use. Patrons to provide their own exercise mat. • Follow and review checklists on a frequent basis • Follow government advise on restrictions of facilities, areas and Zones regarding social distancing and capacity numbers if applicable. 	<p><i>Facility Manager</i></p> <p><i>Assistant Centre Manager</i></p>

How will you manage an exposure or suspected exposure to COVID-19?

- **Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting support lines.**
- **Follow the Belgravia Response Plan located on the OHS board in Admin Office inclusive of:**
- **Immediately notify Facility Manager and WHS Manager at Head Office**
- **Report the COVID-19 incident online through the online COVID-19 Incident Report Form**
- **Affected staff member/customer to immediately go home and isolate for time specified by Department health and human services (DHHS). Visit GP, medical professional, COVID-19 testing centre**
- **Contact tracing to inform potential exposures**
- **All areas to be cleaned/disinfected (deep clean of facility)**
- **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**

Facility manager
Assistant Centre Manager



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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none">• Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.• Weekly staff update of information sent - if applicable• Customer improvement – feedback forms• Review of cleaning procedures and amend if necessary• Cleaning checklist on facility operations report stating area cleans are completed at changeover of staff• Any concerns raised by members of the public are addressed immediately and action plan in place to correct if necessary• If amended all staff to sign acknowledgement of new process• Updated information posted on staff WHS Noticeboard	<i>Facility Manager</i> <i>Assistant Centre Manager</i>

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How do these changes impact on the risks of the work that you do?

- **Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?**
- **Discuss daily with staff team on shift**
- **Review plan on a frequent basis and communicate any changes during staff meetings or through electronic means**
- **Seek feedback from staff and check operational tasks for any health and safety concerns and amend if necessary**
- **Any additional concern not able to be managed to be referred to Senior Management or WHS Manager at Head Office**

*Facility Manager
Assistant Centre
Manager*

Notes: