

COVIDSafe Plan

21 September 2021

Your COVIDSafe Plan

Business name: [Splash Aqua Park and Leisure Centre \(Hume City Council\)](#)

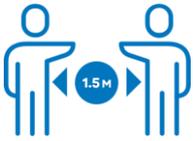
Address: [60 Central Park Avenue, Craigieburn 3064](#)

Plan completed by: [Savva Giannikos & Aaron Moore](#)

Job title: [Centre Manager & Aquatic Services Coordinator](#)

Date reviewed: [18/10/2021](#)

Next review: [1st December or if changes to restrictions, which ever is earlier](#)



1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<p>Splash has a 4m² per person density limit</p> <p>Staffing areas are signed with maximum numbers in each space</p> <p>Public Areas are signed with maximum number in each space</p> <p>With the restrictions on number of patrons, the areas provide space in excess of the density requirements</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives</p> <p>Soaring Health Maintains a covid Safe plan for their specific Areas.</p>	Customer Experience Coordinator
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p>Routine head counts conducted to ensure capacity restrictions are met. Covid Marshall in place to monitor and manage entry of persons.</p>	Centre Manager
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Staff are educated through signage and induction training</p> <p>Restrictions are in place which reduce the number of patrons in the facility at any one time. This reduction in numbers provides adequate space to socially distance in all aspects of the facilities operations.</p> <p>Patrons are educated through communications sent to them, website, signage and booking details</p>	Centre Manager

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
	<p>Information is on display throughout the facility to educate patrons about requirements to socially distance.</p> <p>Signage is in place including floor stickers reminding patrons to socially distance including distance markers</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives</p>	
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Staff are educated through signage and induction training</p>	<p>Centre Manager</p>



2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<p>Information on mask wearing is displayed throughout the workplace.</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives.</p>	Centre Manager
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p>Patrons are educated through communications sent to them, website and signage as to the current directions</p> <p>Signage is in place outlining the requirements for all persons to wear face masks as well as guidelines on acceptable face masks to be worn</p> <p>Masks are available on site for both staff and at a cost to patrons.</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives</p>	Team leader
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>Covid Marshalls are in place at all times.</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives</p>	Centre Manager



3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	<p>Staff are trained in cleaning / sanitising procedures</p> <p>Additional staff are in place to allow staff to complete cleaning in addition to ongoing training throughout the facility occurring all day</p> <p>An in-depth clean occurs each night on top of routine cleaning throughout the day</p>	<p>Aquatic Services Coordinator</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Cleaning / Sanitising is recorded as completed in all areas of the facility.</p>	<p>Aquatic Services Coordinator</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>Signage is in place describing hygienic hand washing directions</p> <p>Soap dispensers in all change rooms</p> <p>Hand Sanitiser stations are located throughout the venue</p>	<p>Aquatic Services Coordinator</p>



4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<p>QR Code requirements are communicated with both patrons and staff prior to their attendance in the centre. QR Codes are signed at all entrances to the facility and patrons are monitored by a 'check-in Marshall' to ensure all persons are checking in as required.</p>	<p>Centre Manager</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<p>Staff will be rostered at each main entry as 'covid check-in marshals'. They are provided additional induction training to ensure they are prepared and able to meet the needs of this responsibility.</p>	<p>Centre Manager</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<p>Staff are reminded of their responsibilities as part of their induction training.</p>	<p>Centre Manager</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>The organisation has a 'positive case' procedure in managing potential outbreaks or facility closures. This includes cleaning requirements, staffing considerations, notification to work safe and a safe opening procedure.</p>	<p>Covid Coordinator</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	A number of staff areas are available to ensure room capacities are met and staff have the option to spread out.	Centre Manager
If your industry is subject to additional industry obligations, you may also be required to: <ul style="list-style-type: none">ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.conduct surveillance testing. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	Staff are reminded of their responsibilities as part of their induction training.	Centre Manager



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>Staff who work at multiple facilities within a day are to complete the online check in at each venue via the Victorian Governments check-in QR code.</p> <p>Staff are asked to advise of any conflicts of interest including other workplaces they attend.</p>	<p>Centre Manager</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>N/A</p>	