

# COVIDSafe Plan

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23 September 2020

## Your COVIDSafe Plan

Business name: Splash Aqua Park & Leisure Centre (Hume City Council)

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## 1. Ensure physical distancing

**Requirements:** You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

**Action:**

- Staff are educated through signage and induction training
- 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.
- Patrons are educated through communications sent to them, website, signage and booking details
- Information is on display throughout the facility to educate patrons about requirements to socially distance.
- Signage is in place including floor stickers reminding patrons to socially distance including distance markers
- Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives

**Requirements:** You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

**Action: Fill in.**

- Staffing areas are signed with maximum numbers in each space
- Public Areas are signed with maximum number in each space
  - With the restrictions on number of patrons, the areas provide space in excess of the density requirements
- Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives

**Requirements:** You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

**Action: Fill in.**

- Staff are educated through signage and induction training

**If your industry is restricted or heavily restricted, you must also:**

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

## 2. Wear a face covering

**Requirements:** You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

**Action: Fill in.**

- Patrons are educated through communications sent to them, website and booking details
- 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
- Staff and patrons are provided with a disposable Surgical face Mask as both a supplementary to their own masks or in the event they forget theirs. Staff can interchange their masks as required with appropriate disposal services on site.
- Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives

**Requirements:**

- You should install screens or barriers in the workspace for additional protection where relevant.

**Action: Fill in.**

- Screens have been installed at all customer service points.

**Requirements:**

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

**Action: Fill in.**

- Staff are educated through signage and induction training
- Information on mask wearing is displayed throughout the workplace

**There are no additional requirements for restricted or heavily restricted industries.**

### 3. Practise good hygiene

**Requirements:** You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

**You should:**

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

**Action: Fill in.**

- Staff are trained in cleaning / sanitising procedures
- Time allowances are in place to allow staff to complete cleaning in addition to ongoing training throughout the facility occurring all day
- Hand Sanitiser stations are located throughout the venue
- Soap dispensers in all change rooms

You should display a cleaning log in shared spaces.

**Action: Fill in.**

- Cleaning / Sanitising is recorded as completed in all areas of the facility

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

**Action: Fill in.**

- Hand Sanitiser stations are located throughout the venue
- Soap dispensers in all change rooms
- Signage is in place describing hygienic hand washing directions

**If your industry is restricted or heavily restricted, you should also:**

- Conduct an audit of cleaning schedules.

### 4. Keep records and act quickly if workers become unwell

**Requirements:** You must support workers to get tested and stay home even if they only have mild symptoms.

**Action: Fill in.**

- Online health questionnaire place for both staff and patrons. Persons who are unwell (inline with stay staff directions) are refused entry and encouraged to contact DHHS for further advice.

**Requirements:** You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period

- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

**Action: Fill in.**

- 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.

**Requirements: You must keep records of all people who enter the workplace for contact tracing.**

**Action: Fill in.**

- Staff are rostered and sign in / out on shift
- Contractors sign in / out when attending site
- Customers book in / registered when attending in line with records requirements

**Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.**

**Action: Fill in.**

- Online health questionnaire place for both staff and patrons. Persons who are unwell (inline with stay staff directions) are refused entry and encouraged to contact DHHS for further advice.
- Persons who are unwell (inline with stay staff directions) are refused entry and encouraged to contact DHHS for further advice.

**If your industry is restricted or heavily restricted, you must also:**

- **Restricted Industries**  
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate
- **Heavily Restricted Industries**  
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

## 5. Avoid interactions in enclosed spaces

**Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –**

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

**Action: Fill in.**

- Restrictions are in place which reduce the number of patrons in the facility at any one time.

**There are no additional requirements for restricted or heavily restricted industries**

## **6. Create workforce bubbles**

**Requirements:** You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

**Action:** Fill in.

- Staff who work at multiple facilities within a day are to complete the online check in questionnaire at each venue.

**Requirements:** You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

**Action:** Fill in.

- Staff are asked to advise of any conflicts of interest including other workplaces they attend

**If your industry is restricted or heavily restricted, you must also:**

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.