



Your COVIDSafe Plan


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

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Date reviewed: [1/06/2021](#)




Practise physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. Further information can be found at coronavirus.vic.gov.au 	<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>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> 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. 	<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 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 provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<p>Staff are educated through signage and induction training</p>
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p>Restrictions are in place which reduce the number of patrons in the facility at any one time.</p>




Wear a face mask

Requirements and recommendations	Action
 You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	Information on mask wearing is displayed throughout the workplace
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</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>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.</p> <p>Routine COVID Restrictions inspections are completed ensuring all persons are adhering to the relevant directives</p>






Practise good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch 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. 	<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>You should display a cleaning log in shared spaces.</p>	<p>Cleaning / Sanitising is recorded as completed in all areas of the facility</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</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>



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	<p>Communication to staff has taken place and signage is in place at all entries</p> <p>Persons who are unwell (inline with stay staff directions) are refused entry and encouraged to contact DHHS for further advice.</p>
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health 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 COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<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>
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	<p>Victorian state government check-in QR codes in place throughout the facility for all staff, contractors and patrons.</p> <p>Additionally, staff are rostered and sign in / out of shift</p> <p>Additionally, Contractors sign in / out when attending site</p> <p>Additionally, Customers book in / registered when attending in line with records requirements</p>



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• 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 airconditioning systems.	<p>Restrictions are in place which reduce the number of patrons in the facility at any one time.</p> <p>Patron bookings are completed online</p> <p>With the restrictions on number of patrons, this see's the Facility Size / Ventilation well in excess of the density requirements</p>



Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</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>