

COVIDSafe Plan

23 September 2020

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at (hyperlink) vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Please note:

Mandatory requirements under public health direction feature this symbol: (symbol of triangle with exclamation mark)

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: (Keilor St-Bernard's Athletic Club (KSB))

Plan completed by: (Ian Upton) 0409331107.

Date created: (October 29Th 2020).

Date reviewed: ()

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 Not applicable.

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: Fill in.

The Keilor St-Bernard's Athletic Club (KSB) will conduct athletic training at the Keilor Park Athletic track.

KSB will appoint a 'training manager' who will manage the the 'KSB' Keilor Park training environment.

Note: The Keilor Park athletic track is a shared facility used by other 'athletic' clubs, organisations and individuals. KSB will manage its members and co-operate with other track users to ensure appropriate isolation distances and cleanliness of shared facilities and equipment.

Entry to training will be via the 'main' gate next to the 'clubrooms'.

Exit from training will be via the small gate near the 'softball' building

All training will be in the outside in the outside in the OPEN with the only the 'disabled toilet' in the facility clubrooms being a 'shared enclosed space'.

KSB will display signs specifying social distance and cleanliness requirements at the entrance to the track and on the wall of the clubrooms facing the track.

Athletes, coaches and the KSB training manager will manage:

Entry to the Keilor Park athletic track.

The 'density quotient' to ensure athletes are at a suitable separation during entry, sign-in, warm up, training, warm down, sign-out and exit from the track.

Exit from the Keilor Park athletic track.

The KSB training manager will:

Ensure any junior athlete (under 18 years) will accompanied by a parent (or other responsible person) to the 'entry point' (for contact information).

Ensure that during the entry and commencement of a training session athletes observe the maximum separation possible:

Ensure all athletes sign in: Record contact information: name, address telephone/email.

Request the athletes state of health. 'Are you healthy and well??'.

Any issues? Ask the athlete to stand aside, leave the facility and get a health check.
Document this issue.

If a junior (under 18 years) speak to the parent/responsible person.

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.

Not applicable - all training will be conducted outside in the OPEN.

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](https://www.vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

Action: Fill in.

Not applicable, however:

All members of KSB from 2018-2019 will be notified by email of the following:

Training will be available at Keilor Park under the following conditions:

Athletes and parents/transport providers must maintain social distance and hygiene during

Arrival processes - Sign in - Mask required

Warm up - No mask required.

Training: - No mask required.

1. Individuals must remain at least 1.5m from each other.
2. No high five's, hugs and/or handshakes

3. Drafting or running side by side in the same lane is not permitted.
4. Individuals can run in the next lane provided they remain at least 1.5m apart.
5. Individuals are reminded that the venue/track is a public facility and unless there is a private exclusive booking, must share access to and use of the facility.

Warming up can be conducted either on the park next to the track, the track or if safe to do so on the infield provided individuals remain 1.5m apart at all times.

Warm down - No mask required.

Exit processes - Sign out - Mask required.

Use of event equipment (implements, hurdles, jump equipment)

Facility and equipment cleanliness requirements.

Athletes to supply their own drink bottle.

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.

It is the athletes responsibility to provide a suitable face mask.

Face masks are to be worn as follows:

Arrival processes - Sign in - Mask required.

Warm up - No mask required.

Training- No mask required.

Warm down - No mask required.

Exit processes - Sign out - Mask required.

KSB will maintain a small supply of face masks at training.

Requirements:

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

Action: Fill in.

Not applicable.

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.

Not applicable.

However - training at Keilor Park will be conducted in the outside in the outside in the OPEN. Social distances will be managed by the KSB training manager.

On entry: Masks should be worn from an athletes transport/car to the sign in location at the track clubrooms.

Warm up, training, warm down - No mask required.

On exit: Masks should be worn from sign out location to the athletes transport/car.

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.

The majority of attendees at training will be runners who will supply their own equipment.

Use of shared facilities/equipment such as vertical and horizontal jumps hurdles/steeple and any throwing implements will require:

If possible: Athletes supply and use their own implements/s and cleaning equipment.

Any shared facilities/implements to be cleaned between users. Club equipment will be organised by one person in each training session. This person will be responsible for cleaning any equipment before and after use.

You should display a cleaning log in shared spaces.

Action: Fill in.

The only shared space will be the 'disabled toilet' in the clubrooms (accessible via an external door). This may be shared between KSB, Keilor Little Athletics Club (KLAC) and other users. KSB will maintain a cleaning log for its use of any shared facilities and would expect other users to do the same.

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

Action: Fill in.

KSB will provide hand sanitiser outside clubrooms near the entrance to the track.

KSB will provide soap/detergent and paper towels for cleaning track equipment such as hurdles, jump bags and bars and throwing implements.

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.

While athletes are members of the KSB club, not employees, KSB will support members to get tested and stay at home if they display any Covid-19 like symptoms.

Requirements: Support workers to get tested and stay home even if they only have mild symptoms.

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 KSB training manager will request the health state of any club athlete attending training. If an athlete is unwell he/she or a parent or guardian will be advised to have the athlete undertake an appropriate test and notify the KSB training manager of the result.

The KSB training manager will record details of any illness and the results of any Covid test.

In the case of a positive result of any Covid test the KSB training manager will:

Notify DHSS by phone - Follow any directions from DHSS

Notify Brimbank City Council sports department.

Notify Athletics Victoria.

Notify the KSB committee and all club members who have attended training recently.

Notify other organisations using the Keilor Park track recently.

Suspend further training if necessary until KSB have been given the all clear to recommence use of facilities after cleaning.

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

Action: Fill in.

KSB will maintain a log of all attendees to training at Keilor Park

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

Action: Fill in.

Screening will be limited to requesting the state of an athletes health at 'sign-in'.

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, lunch breaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action: Fill in.

All KSB training at Keilor Park will be in the outside in the OPEN.

For sprinters: All warm up, training and warm down will be conducted with appropriate social isolation. Running will be conducted under the following conditions:

Individuals must remain at least 1.5m from each other.

No high five's, hugs and/or handshakes

Drafting or running side by side in the same lane is not permitted.

Individuals can run in the next lane provided they remain at least 1.5m apart.

Individuals are reminded that the venue/track is a public facility and unless there is a private exclusive booking, must share access to and use of the facility.

Warming up can be conducted either on the park next to the track, the track or if safe to do so on the infield provided individuals remain 1.5m apart at all times.

For throwers and jumpers:

Maintain an appropriate distance from other athletes and coaches.

Must not handle implements used by other athletes until they have been cleaned.

There are no additional requirements for restricted or heavily restricted industries

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.

Not applicable. This does not apply to KSB members.

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.

Not applicable.

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.

COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan.

For further information go to (hyperlink) vic.gov.au.

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 (examples): Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas

- Allocate different doors for entry and exit
- Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit
- Use floor markings to provide minimum physical distancing guides at entrances and exits
- Establish contactless delivery or invoicing.
- Display signage for delivery drivers.
- Identify designated drop off areas.
- Outlining the maximum occupancy of areas that are open to the general public, and information about signage

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 (examples):

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break

- Comply with relevant density quotient and signage requirements in the Workplace Directions

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 (examples):

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring appropriate information on the use of face coverings and PPE
- Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there

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.
- **Heavily Restricted Industries Only**
Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.

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 (examples):

- Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn
- Monitoring use of face coverings in all workers, unless a lawful exception applies

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

Action (examples): None.

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 (examples): None.

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 (examples):

- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- Provide information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- Swapping shared coffee and condiments for single serve sachets
- Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment
- Provide workers with their own personal equipment, labelled with their name

Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.

Action (examples): None.

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

Action (examples):

- Location of hand sanitiser stations throughout the worksite
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of soap and sanitiser
- Ensuring workers have information on how to wash and sanitise their hands correctly.

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 (examples):

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case

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 (examples):

- Establish a process for notifying workers and close contacts about a positive case in the workplace.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying Worksafe that the site is reopening

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

Action (examples):

- Consider implementing temperature checking
- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all workers
- Provide information on protocols for collecting and storing information

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

Action (examples): None.

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, lunch breaks and locker rooms

- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action (examples):

- Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

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 (examples):

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimise time in shared facilities when taking breaks
- Ensure groups of workers do not mix across different shifts

Requirements: 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 (examples): None.

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.

For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)