

COVIDSafe Plan – AquaPulse

Western Leisure Services

Business name: _____

Safety Officer and Risk & Governance Manager

Plan completed by: _____

06/11/2020

Date created: _____

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Date reviewed: _____



1. Ensure physical distancing

Requirements

Action



You must ensure workers and patrons are 1.5 metres 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

WLS displays information electronically and physically, including, but not limited to the following topics:

- Hygiene and handwashing practices;
- Patron limits;
- Social distancing;
- Steps to stop the spread;
- Masks are recommended to be worn

All employees must work from home unless they have been permitted to on the work premises.

Floor markings present where applicable. Perspex screens as additional PPE when serving patrons.

Entrances and exits will be clearly identified to minimise interactions upon entry and exit to the facility.



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

- There is no more than one employee member or patron per four square metres of publicly available space indoors.
- Employees break times must be spread out, in order to reduce the number of people using communal facilities at the same time.
- **Public social distancing requirements:**
- Swimming pool use: 400 participants in the pool hall, in compliance with one person per four square metres.
- Gym use: No limit on patronage but max 1 person per 4m2 with a limit of 50 people per group (max 1 person per 4m2)

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 vic.gov.au

Training has been provided to all employees on, but not limited to:

- Social distancing;
- Hygiene measures;
- This procedure and the organisational procedure
- Infection control.

Information will be provided through training and information displayed electronically, physically



2. Wear a face covering

Requirements

You must ensure all workers and patrons 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

- Employees training on correct use, cleaning and disposal of PPE.
- A face mask must be carried at all times.
- WLS will provide employees appropriate face coverings which are recommended to be worn when physical distancing cannot be maintained. Employees may wear a mask at any time if they choose to. To ensure the adequacy and efficacy of face coverings, employees will not be able to wear their own face coverings while working.
- Face covering for patrons are recommended, but not mandatory, when physical distancing cannot be maintained.
- Patrons must carry a face mask at all times
- Employees are not expected to enforce the wearing of masks, however are encouraged to remind patrons of the need to physically distance or wear a mask

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

Screens and barriers in place where required and appropriate

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

Employees training 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.

Disposable masks will be provided to all employees while working.

3. Practice good hygiene



Requirements	Action
<p>You must 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 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>WLS has an internal Safety Attendant Team and external contract cleaners who together will implement the additional cleaning requirements to address the risk of COVID-19 infection. WLS will implement the following cleaning strategies:</p> <ul style="list-style-type: none"> • Daily specialist cleans (night cleaning); • In-house cleaning in each operational area during operating hours; • Impact/deep cleaning (monthly & ad hoc as required); • A daily cleaning log and schedule must be completed for all shared spaces.
<p>You should display a cleaning log in shared spaces.</p>	<p>A daily cleaning log and schedule will be completed for all shared spaces.</p> <p>Cleaning audit of schedules will be conducted regularly.</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<p>Soap and hand sanitiser accessible to all employees and patrons.</p>



4. Keep records and act quickly if workers become unwell

Requirements

Action

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

The isolation and incident response process that WLS would follow is outlined in more detail in SOP Safety-002 COVID-19.

Employees will also be given information regarding government support payments.

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

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

Infection management and reporting requirement is contained in the SOP Safety-002 COVID-19.

If an employee contracts COVID-19 through their employment, WLS will manage the illness and outbreak in line with GEN-071 and GEN-074 and go through the normal illness management and return to work process.

- Facility where the employees located will be shut down immediately upon confirmation of positive case, until DHHS advises next steps.
- DHHS and WorkSafe will be contacted.
- Hotspots will be determined.
- A thorough cleaning and disinfection of the premises will occur prior to the facility re-opening.

WLS will maintain records of employees, patrons and contractors who attend the facilities including, but not limited to:

- Employee rosters;
- Integrity door monitoring system;
- Patron booking system;
- Attendance monitoring system; and
- Requiring any external hirers to maintain their own register of participants.

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

All staff are required to inform their line manager prior to the commencement of their shift if they have COVID symptoms, have been in contact with a confirmed case or have been directed to isolate.

Patrons are required to complete a health declaration upon check in at WLS facilities.



5. Avoid interactions in enclosed spaces

Requirements	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 air conditioning systems 	<ul style="list-style-type: none"> - Limit interactions between employees and patrons, such as using contactless payment methods and physical barriers. - Entrances and exits will be clearly identified and monitored to minimise interactions upon entry and exit to the facility. - Density caps will be noted on any enclosed areas such as administration spaces.



6. Create workforce bubbles

Requirements	Action
<p>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.</p>	<p>Employees must not attend more than one site without prior permission.</p> <ul style="list-style-type: none"> • Site specific bubbles have been developed; • Limit interaction where practical, between different areas of the business; and • Keep records of employees rostered shifts to assist in any contact tracing.
<p>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.</p>	<p>To assist in any potential contact tracing, WLS will be maintaining a register of other organisations that its employees are also employed by. As such, employees will be required to inform the People and Performance Department of any other employers and advise of any changes to other employers.</p>

Document History

Version	Date	Author	Review/Approval status (see above)	Approver name/position	Signed
1.0	06/11/2020	Safety Officer	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.1	23/11/2020	Risk & Governance Manager	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.2	9/12/2020	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
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1.4	17/02/2021	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.

Appendix 1 – examples of site-specific signage and infrastructure



