COVIDSafe Plan – Eagle Stadium

Business name: Western Leisure Services

Plan completed by: Safety Officer and Risk & Governance Manager

Date reviewed: 08/07/2021

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 required to be carried at all times and recommended to be worn when social distancing can not be maintained All employees are encouraged to work from home unless they are required to work from site. 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 two square metres of enclosed workspace • There is no more than one member of the public per two square meters of publicly available space indoors	• There is no more than one employee or patron per two square metres of publicly available space indoors. • Employee 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**: • Stadium: limit of 2850 patrons inside the venue (in line with building occupancy permit and the 2m2 rule). No limit to patrons on court as long as 1 person per 2m2 is sustained. • Health club: max 1 person per 2m2
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	Action
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. • Workers in an office situation who are not public facing are not required to have a Mask on.	- Employees training on correct use, cleaning, and disposal of PPE. - A face mask must be worn at all times, unless an exemption applies. - WLS will provide employees appropriate face coverings which are recommended to be worn when inside the building. - 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. - Employees are expected to enforce the wearing of masks and will provide them to the public if necessary.
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. 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.	Employee training on how to correctly fit, use and dispose of PPE. Disposable masks will be provided to all employees while working.



3. Practice good hygiene

Requirements	Action
You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs 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	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: • 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.
You should display a cleaning log in shared spaces.	A daily cleaning log and schedule will be completed for all shared spaces. Cleaning audit of schedules will be conducted regularly.
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	Soap and hand sanitiser accessible to all employees and patrons.

4. Keep records and act quickly if workers become unwell

Requirements

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	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 employee is 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.
You must keep records of all people who enter the workplace for contact tracing.	WLS will maintain records of employees, patrons and contractors who attend the facilities including, but not limited to: • Employee rosters; • Integriti door monitoring system; • Patron booking system; • Attendance monitoring system; and • Requiring any external hirers to maintain their own register of participants.

5. Avoid interactions in enclosed spaces

Requirements	Action
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	- 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

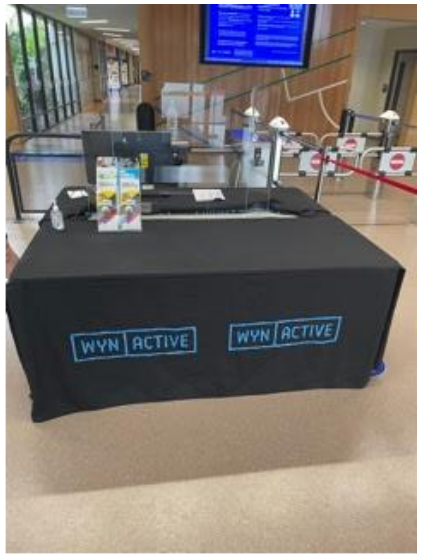
Requirements	Action
You should limit the number of workers engaging in activities across multiple venues/facilities where practical.	Employees should wear possible only attend one site per day to help limit the potential spread of the virus between facilities. • Limit interaction where practical, between different areas of the business; and • Keep records of employees rostered shifts to assist in any contact tracing. •
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.	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.

Document History

Version	Date	Author	Review/Approval status (see above)	Approver name/position	Signed (by risk owner)
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	09/12/2020	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.3	31/12/2020	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.4	17/02/2021	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.5	19/03/2021	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.6	29/03/2021	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.7	12/04/2021	Risk & Safety Coordinator	Approved	Jeremy Johnson Risk & Governance Manager	JJ.

Appendix 1 – examples of site-specific signage and infrastructure





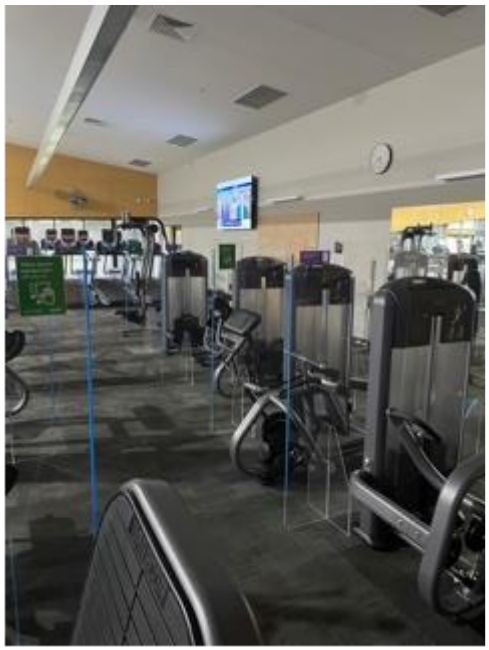


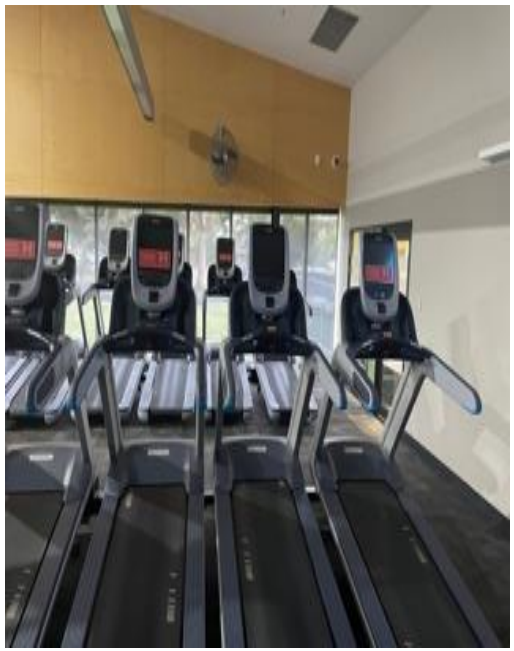







ATTENTION PATRONS





EAGLE STADIUM WYN ACTIVE







