



CHECK IN
EVERYWHERE
EVERY TIME

YOUR COVIDSAFE PLAN



This is how you will keep your workers and customers safe.

Business name:	WynActive – Werribee Outdoor Pool
Address:	220 Watton Street, Werribee
Completed by:	Risk & Safety Department

Practise physical distancing

Requirements and recommendations	Action
You must apply the relevant density quotient.	<p>What is the density quotient for your sector?</p> <p>Due to Victoria hitting the 90% vaccination target for people over the age of 12, no density quotients apply to the Werribee Outdoor Pool.</p> <p>Patrons and employees must be vaccinated to attend the Werribee Outdoor Pool.</p>
Where possible, aim for workers and visitors to maintain physical distancing of 1.5 metres.	<p>Do you need to reduce crowding as people enter, move through and leave the workplace?</p> <p>Floor markings, stickers and holding areas have been established to assist people in maintaining social distancing (see appendices). As well, session times will allow for different groups of patrons to utilise the facility without exceeding the current density quotient.</p>
<p>You should provide training to workers on physical distancing. This should include an understanding of the current COVIDSafe settings.</p> <p>This can be found at coronavirus.vic.gov.au</p>	<p>What have you done to make sure your workers understand the importance of physical distancing?</p> <ul style="list-style-type: none"> • Training has been provided to all employees on, but not limited to: • Social distancing; • Personal Protective Equipment (PPE); • Hygiene measures; • This procedure and the organisational procedure in response to COVID-19; and • Infection control measures. <p>Training has been delivered in a mixture of face to face, online and informal means and refresher training is provided on an <i>ad hoc</i>/as needed basis.</p>

Wear a face mask

Requirements and recommendations	Action
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You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks
Requirements may change over time.

Do your workers understand the face mask requirements for your sector?

Employees have been provided training on the correct use of face masks, although face masks are no longer required to be worn.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).

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.

Who is responsible for making sure your workers understand how to use PPE?

The Risk and Safety Department is responsible for ensuring employees understand how to safely and appropriately use PPE.

A risk assessment was performed to identify the appropriate PPE and settings the relevant PPE is required in. This risk assessment is reviewed in line with relevant health advice from the Victorian Government.

Practise good hygiene

Requirements and recommendations

Action

You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including frequently touched surfaces such as doorknobs and telephones.

You should:

- Clean frequently touched surfaces with appropriate cleaning products, including detergent and disinfectant.
- Clean between shifts.

Do you clean and disinfect frequently touched surfaces twice a day, including doorknobs, counters and handrails?

The Safety Attendant Team is responsible for surface cleaning and will periodically clean frequently touched surfaces as well as ensuring the general hygiene standards of the facility are maintained.

Who is responsible for cleaning between shifts?

The Safety Attendant Team will be responsible for cleaning of the facility during operational hours. After hours cleaning will be done by WynActive's cleaning contractor.

You should display a cleaning log in shared spaces.

Where is your cleaning log?

Safety Attendant Team members will be rostered to each area and work off an operational checklist. The checklists will be located on the relevant cleaning trolley.

You should make soap and hand sanitiser available for all workers and encourage regular handwashing.

Do you have soap and water at all wash stations?

Hand wash and hand sanitiser stations are located through the facility and within the change rooms.

Can customers, delivery people, contractors, staff all access sanitiser when they arrive?

All employees, patrons and contractors have access to hand sanitiser upon arrival and check in.

Keep records and act quickly if workers are ill

Requirements and recommendations

Action

If your workers are ill, you must support workers to get tested and stay home even if they only have mild symptoms.

Do you know the symptoms of COVID-19?

Employees have undergone training to identify the signs and symptoms of COVID-19. The most common signs and symptoms include:

- fever
- cough
- tiredness
- loss of taste or smell
- sore throat
- headache
- aches and pains

- diarrhoea
- a rash on skin, or discolouration of fingers or toes
- red or irritated eyes

If a worker has symptoms, do they know they should stay home and get tested?

Employees have been made aware through online training, team meetings and WynActive's internal communication channel "Slack", that if they present signs or symptoms that they should stay away from work and get tested as soon as possible. They have also been made aware of the avenues to seek COVID-19 relief payments and to inform their line supervisor if they received health advice to isolate.

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

- A plan to respond to a worker being notified they are a positive case or a close contact while at work.
- A plan to clean the worksite (or part) in the event of a positive case.
- A plan to contact the Department of Health and WorkSafe Victoria on 13 23 60 if you have a person with COVID-19 at your workplace.
- A plan in case you are instructed to close by the Department of Health.
- A plan to re-open your workplace once approved by the Department of Health.

How do you record all staff and contractors on site?

As well as being required to check in through the Victorian Government QR Code Service upon arrival, employees are also required to scan their RFID band upon entry. The Integriti security system will keep a log of movement of employees and contractors throughout the facility. Contractors are also required to sign in through WynActive's contractor management software, Knack.

Employees are also rostered through the Riteq time and attendance system. Employees will scan on to the system via fingerprint scanner at the commencement of their shift and scan off at the conclusion of their shift.

Members attendance will also be recorded in addition to the Victorian Government QR Code Service through WynActive's Enterprise Resource Planning software, Perfect Gym.

How will you contact all your staff and suppliers quickly if they need to quarantine and get tested?

In the event that employees are required to be contacted to quarantine and get tested, WynActive management will retrieve records from the following systems:

- Integriti;
- Perfect Gym;
- Riteq; and
- Knack.

in order to determine the employees who may have been potentially exposed to COVID-19. WynActive will also utilise their internal communications platform, Slack and electronic direct messaging to all employees, patrons and contractors. All this would be in addition to social media posts on Facebook, Instagram and Twitter, as appropriate.

WynActive has documented its approach to managing a potential or established outbreak of COVID-19 through GEN-071 and GEN-074 as well as the normal illness management and return to work process.

Who will ring the Department of Health and WorkSafe if you have a positive case in the workplace?

The Risk and Safety Department or delegate will be responsible for contacting the Department of Health and WorkSafe in the event that a positive case of COVID occurs at WOP.

All businesses are required to use the Victorian Government QR Code Service (with some limited exceptions) through the Service Victoria app.

If a visitor cannot check themselves in, the Service Victoria Kiosk check-in service allows venues and businesses to use their own smart phone, tablet or computer to check-in visitors. This is convenient for Victorians and gives contact tracers access to the best data quickly. It is free, quick and easy to use.

WynActive has registered WOP to the Victorian Government QR Code Service. Patrons, employees and contractors are required to check in upon arrival. The Safety Attendant Team are positioned at the entries to ensure that people are actively checking in and can provide assistance, where required.

Avoid interactions in enclosed spaces

Requirements and recommendations

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

Can you open doors or windows, or relocate activity outside?

Physical interactions between employees and patrons have been reduced, by 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.

Air handling systems have been optimised to ensure adequate air flow throughout the facility.

Create workforce bubbles

Requirements and recommendations

Consider keeping groups of workers rostered on the same shifts at a single worksite. Avoid any overlap of workers during shift changes where it is practical to do so.

Action

If there is an outbreak, how can you stop it spreading across all your teams?

Due to the nature of the business and the workforce it is difficult to establish work bubbles. Where possible and practicable employees will refrain from interacting with employees from different areas.

Employees who are not in “direct service” roles will work from home where appropriate and if possible to do so.

Any employee that is required to work from site will be fully vaccinated and evidence of vaccination will be stored by the People and Performance Department.

This document is a guide to assist small businesses to create a COVIDSafe Plan.

Please ensure you check the latest requirements for your industry at [CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated.

For more information on our privacy policy, please email icc@ecodev.vic.gov.au or call the Business Victoria hotline on 13 22 15.

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For help with your COVIDSafe Plan, visit [CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on **13 22 15**. Translators available.

Document History

Version	Date	Author	Review/Approval status(see above)	Approver name/position	Signed
1.0	16/10/2020	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	20/01/21	Risk & Governance Manager	Approved	Jeremy Johnson Risk & Governance Manager	JJ.
1.3	28/10/21	J.Johnson	Approved	Con O'Brien GM Corporate Services	C O'B.
1.4	19/11/2021	J.Johnson	Approved	Con O'Brien GM Corporate Services	C O'B.

Appendix 1 – examples of site-specific signage and infrastructure



