COVIDSafe Plan

Our COVIDSafe Plan

Business name:	Bluewater Leisure Centre - Colac Otway Shire
Site location:	Bluewater Leisure Centre 118-134 Hearn Street Colac
Contact person:	Lucy Moloney, Manager Bluewater Leisure Centre
Contact person phone:	0352329551
Date prepared	UPDATED 21/02/22

Guidance	Actions to consider	Relevant controls
Hygiene		
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	- *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 staff have information on how to wash and sanitise their hands correctly*	- *Sanitisation stations are located at the facility entrance, all entrances to individual rooms and at all work stations.* - *Soap dispensers available at each hand wash basin.* - *Disinfectant and paper towel available at all points that equipment is touched. (exception is the pool area)* - *Rubbish bins provided at accessible points close to where paper towel is used.*
Where possible: enhance airflow by opening windows and adjusting air conditioning.	- *Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift*	- *A/C system programmed to turn on prior to the beginning of shifts and turn off as the centre closes. Maximum airflow setting chosen.* - *Windows opened wherever possible.*
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	- *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 staff, unless a lawful exception applies*	- *Monitoring use of face coverings in all staff, patrons and contractors aged 8 year and above, unless a lawful exception applies.*
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	- *Educating staff 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*	- *Educational videos have been watched by staff on how best to wash and sanitise hands, cough and sneeze safely.* - *Staff are aware of the importance of staying home if unwell.* - *Ensuring appropriate information on the use of face coverings and PPE.*

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Guidance	Actions to consider	Relevant controls
Replace high-touch communal items with alternatives.	- *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 staff with their own personal equipment, labelled with their name*	- *Regular sanitisation of shared touch facilities by cleaning staff and Bluewater staff where possible.* - *Where desk phones and keyboards are used by more than 1 person, sanitisation to occur prior to worker leaving their work station*

Guidance	Actions to consider	Relevant controls
Cleaning		
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	- *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*	- *Sanitisation by patrons to occur before and after use of shared equipment in between sessions. All touched surfaces to be cleaned daily by staff and nightly by cleaning contractors.*
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	- *Identify which products are required for thorough cleaning* - *Monitor supplies of cleaning products and regularly restock*	- *Monitor supplies of cleaning products and regularly restock.* - *Have ample stock in storage to ensure never running out.*

Guidance	Actions to consider	Relevant controls
Physical distancing and limiting workplace attendance		
Ensure that all staff that can and/or must work from home, do work from home.	- *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 staff in attendance at the workplace to determine whether they are required to be there*	*Not applicable. Staff required onsite for facility operation.*
Establish a system that ensures staff members are not working across multiple settings/work sites.	- *Communicate the requirement for workers not to work across multiple sites* - *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* - *Develop a form for workers to declare that they have not worked across multiple worksites*	*Not applicable. Single site operation.*
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	- *Consider implementing temperature checking.* - *Asking workers to complete a health questionnaire before starting their shift*	- *Employers must not require workers to work when unwell.* - *Workers must not attend their workplace if they are awaiting a test result for coronavirus and must notify employers if they are a positive case. Workers who test positive must not work.*

Guidance	Actions to consider	Relevant controls
		- *All patrons, staff and contractors must check in using the Services Australia QR code upon arrival at the facility.*
Configure communal work areas and publicly accessible spaces so that: • **there is no more than one worker per four square meters of enclosed workspace** • **workers are spaced at least 1.5m apart** • **there is no more than one member of the public per four square meters of publicly available space.** **Also consider installing screens or barriers.**	- *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break* - *Comply with relevant density quotient and signage requirements in the Workplace Directions*	- *The number of people allowed in shared staff spaces is limited to no more than density quotient allows.* - *Protective screens are installed at customer interface points where 1.5m distance cannot be achieved.*
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.	- *Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas*	- *Floor marking stickers are placed at relevant congregation points.*
Modify the alignment of workstations so that workers do not face one another.	- *Identify which workstations need to be modified* - *Reconfigure workstations so that workers do not face one another* - *Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate*	- *Work stations are set up to ensure staff are an acceptable distance from each other and from patrons.*
Minimise the build-up of workers waiting to enter and exit the workplace.	- *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*	- *Use floor markings to provide minimum physical distancing guides at entrances and exits*
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	- *Develop and educate staff on strategies and work practice changes to maintain physical distancing* - *Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions*	- *Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions*
Review delivery protocols to limit contact between delivery drivers and staff.	- *Establish contactless delivery or invoicing.* - *Display signage for delivery drivers.* - *Identify designated drop off areas.*	- *Suppliers and contractors to contact the centre before delivering goods or entering the site.* - *Deliveries sent to Council Offices where possible.*

Guidance	Actions to consider	Relevant controls
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	- *Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time* - *Encourage staff to minimise time on breaks in shared facilities with others.* - *Consider cohorting of staff (during shift work). Ensure there is no contamination (mixing) of staff across different shifts*	- *Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time*
Where relevant, ensure clear and visible signage in areas that are open to the public that specifies maximum occupancy of that space.	- *Outlining the maximum occupancy of areas that are open to the general public, and information about signage*	- *Not applicable under current COVID-19 safe settings.*

Guidance	Actions to consider	Relevant controls
Record keeping		
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	- *Establish a process to collect records from staff 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 staff* - *Provide information on protocols for collecting and storing information*	- *All patrons, staff and contractors must check in using the Services Australia QR code upon arrival at the facility.* - *Patrons ages 18 years and above must be fully vaccinated (two doses of an approved COVID-19 vaccine) or have a valid medical exemption to access the facility.* - *Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.*
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	- *Educating staff on how to meet OHS requirements, including recording information about any incidents*	- *In the event of a suspected or confirmed case staff to follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.* - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff*

Guidance	Actions to consider	Relevant controls
Preparing your response to a suspected or confirmed COVID-19 case		

Guidance	Actions to consider	Relevant controls
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	- *Identify the roles and responsibilities of employer and workers.* - *Prepare for absenteeism of staff members required to quarantine or isolate* - *Describe key dependencies (e.g. third party providers)* - *Describe how you will continue to deliver essential services*	- *Business continuity plans reviewed and updated in March 2020 and currently under review.*
Prepare to identify close contacts and provide staff and visitor records to support contact tracing.	- *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing* - *Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details* - *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing*	- *In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.* - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff*
Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	- *Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces,* - *Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk*	- *In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.* - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff*
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	- *Identify an appropriate area to isolate the worker* - *Advise the worker to self-isolate and be tested* - *Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested* - *Outlining responsibility and process for entering details into relevant OHS system*	- *In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.* - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff*
Prepare to notify workforce and site visitors (including close contacts)	- *Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers* - *Establish an effective way of quickly communicating with workers where there is or has been a confirmed case*	- *In the event of a confirmed case please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace and complete the 'Worker diagnosed with or suspected of contracting COVID-19 Tracing' form which is included as part of the operating procedure. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's*

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		Intranet and are included as part of the Organisation COVID SAFE PLAN. - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/dep artments/environment-and-community-safety/covid-19-updates-resources-staff*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	- *Establish a process and responsibility for notifying WorkSafe and your health and safety representative*	- *In the event of a confirmed case please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. Notification to WorkSafe is detailed in the 'Inform' section and must be completed by the person receiving the report.* - *COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/dep artments/environment-and-community-safety/covid-19-updates-resources-staff*
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	- *Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite* - *Establish a process for notifying Worksafe that the site is reopening*	- *Once DHHS has notified the organisation that they are able to re-open the workplace, the Pandemic Co-ordinator and the Manager People and Culture will manage the re-opening and co-ordinating the return of the employees to the workplace*

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed _____

Name: Lucy Moloney

Date   21/02/22