

COVID Safe plan

Our COVID Safe Plan

Business name:	State Sports Centre Trust
Site location:	MSAC
Contact person:	Daniel Speed, General Manager – Corporate Services
Contact person phone:	(03) 9926 1520
Date prepared:	15/12/20

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<ul style="list-style-type: none"> Hand sanitiser made available at all venues at point of entry for staff, patrons & contractors and at points throughout. Professional cleaning contractor (Mermaid Property Services) engaged to ensure that supply of consumables is uninterrupted and that disposal of soiled consumables is in compliance with biosecurity controls.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Air handling throughout venues meets EPA requirements & is compliant with AS 1668 1-3 “The use of ventilation & air-conditioning in buildings, AS/NZS 3666 1-3 “Air-handling & water systems of buildings :Microbial control” & AS 2913 “Evaporative air-conditioning equipment”. Building Services Manager prioritises air – flow in areas of higher physical exertion (E.g. MSAC Gym)” Natural airflow optimised in preference to re-circulated air in ventilation & air handling units. Excepting in compliance with Fire Regulation or Security, internal venue doors set to open to improve airflow and reduce person to surface contact.
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.	<ul style="list-style-type: none"> SSCT Policy – Face Coverings Masks in place. All persons (Staff, patrons & contractors) required to carry a face covering within venues & use if 1.5m Social Distancing cannot be maintained. Venue retains large supply or disposable face coverings and has advisory in place for correct use & disposal.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<ul style="list-style-type: none"> • SSCT Control of Infection Protocol in place, developed from clinical biosecurity best practice model. • SSCT Policy – Face Coverings & Masks contains protocols for the safe use, handling & disposal/laundering of both disposable and re-usable face coverings. • Instruction given to staff based upon the above documentation and as part of workplace monitoring by Venue Responders & COVID Marshals / Officers. • COVID-19 Online staff induction in place to ensure that all staff are aware of their personal and professional responsibilities in regard to social distancing & workplace hygiene. • Return to work participant induction conducted for all returning workers. • Specific work – group operational inductions conducted for all returning workers.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • High – touch items, such as sporting equipment & balls are subject to controls by Sporting teams & associations. SSCT not providing any hire equipment for duration of restrictions. • Appendix D2 & Appendix Q contain directions for COVID Marshals/Officers & Gym staff in the correct cleaning procedures for high-touch communal items where they cannot be eliminated from the workplace. • Gym Staff instructed to perform cleaning during and after each session. • The cleaning instructions within the Cleaning management plan – appendix J will be provided to all staff and instructors. • System of due diligence in place – review of Risk Assessments from Sporting teams & associations to conform that high – touch communal items are managed with appropriate biosecurity controls (substitution) and disinfectant schedule. • SSCT “Device Hygiene” Policy in place and process developed for staff to assess individual work spaces to identify common or communal items that present a risk of surface to person contagion. Management commitment to remove, replace, substitute or control access & develop key cleaning protocols & records for at risk items as part of COVID Management Controls. • Cashless currency interactions only – no cash transactions or ATM’s, Vending machines, Car Parking etc.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Routine & diligent cleansing operations by cleaning contractors. • Isolation & Terminal clean of any area of suspected contamination • Increased regularity or regular cleansing operations by cleaning contractors in all public areas. • Cleaning contractors sufficiently rostered to respond to reports of contamination. • Cleaning contractors are confirmed trained in terminal cleaning practices, as defined in their SWMS. • Cleaning contractors have appropriate PPE&C to protect themselves and others.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • <i>Cleaning contractors have approved hazmat disposal arrangements in place.</i> ▪ <i>Cleaning contractors maintain regular cleaning logs</i> • <i>Appendix D2 & Appendix Q contain directions for COVID Marshalls/Officers & Gym staff in the correct cleaning procedures for high-touch communal items where they cannot be eliminated from the workplace.</i> • <i>Gym Staff instructed to perform cleaning during and after each session.</i> • <i>The cleaning instructions within the Cleaning management plan – appendix J will be provided to all staff and instructors.</i> • <i>COVID Marshalls & Officers Assist with the cleaning of high contact points; (E.g. Door handles, taps, stair rails and lift buttons.)</i> • <i>Note: that this is a support role to the Cleaning Contractor and does not replace the comprehensive cleaning requirements that the Cleaners are required to perform.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Professional cleaning contractor (Mermaid Property Services) engaged to ensure that supply of consumables is uninterrupted and that disposal of soiled consumables is in compliance with biosecurity controls.</i> • <i>Venue Operations has confirmed that cleaning products applied by cleaning contractor conform with DHHS approved products for the disinfection of COVID-19 contaminated surfaces</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • <i>Directive in place for all staff that can work from home, shall work from home.</i> • <i>Only staff essential to maintaining core – business (HP & Professional Sport & public access under restrictions) and building systems, maintenance & capital projects (construction) permitted onsite.</i> • <i>Last Step restrictions allow 25% of non – essential workers to return to work.</i> • <i>COVIDSafe QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>Staffing rosters developed to achieve compartmentalism and create workplace “Bubbles.”</i> • <i>Specific staff assigned to AM/PM - separated shifts to avoid blending of shifts.</i> • <i>Workgroups consistently assigned to specific areas of business and venue.</i> • <i>Where it is essential for contractors to work over multiple sites – this shall only be approved by the Building Services Manager after assessment of risk and operational necessity.</i> • <i>As allowed by the Coronavirus (COVID-19) Guidelines for the Building & Construction Industry - Supervisors and specialist contractors are permitted to work between sites, subject to enhanced COVID Safe practices.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> SSCT requires that at least one person representing the contractor entity onsite has evidence of completion of the government -approved online COVID-19 Infection Control training.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> COVID-19 Operational Plan developed that has formalised Access procedure protocol. Access Screening at designated Point of Entry at all venues - with dedicated staff, trained in Access Protocols. Specific directives issued across multiple policy, procedure & work instruction for staff not to attend workplace if unwell or suspect they may be a direct contact for a person who is unwell. COVIDSafe QR Code Screening process for all persons permitted onsite for longer than 15 minutes.
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> Rosters designed to place minimum workers permissible for the safe operation of venue. Training, instruction & signage denotes 1 worker per 4m² & 1.5m social distancing throughout venues. COVID Marshalls & Officers to monitor social distancing throughout. Sporting Coaches & Teams responsible for the management of individual participant social distancing whilst in venue. SSCT responsible for the management of casual booking participants. COVID In-Design Group formed to identify, develop & facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure & fittings throughout all SSCT Venues.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> Temporary barriers and floor markings in place throughout public areas of venues to assist with the maintenance of social distancing measures. All staff & Venue Responders onsite to actively monitor and enforce social distancing measures. Rostering of staff staggered and designated break areas for different work – groups in place to encourage social distancing of staff during shift. Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> Staff rostering designed to emplace minimum number of workers to workspace. Safety Screens, PPE&C and cleaning equipment in place and instruction given to workers to safely maintain workplace hygiene at workstations. COVID In-Design Group formed to identify, develop & facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure & fittings throughout all SSCT Venues.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> Rostered shifts staggered to ensure that staff do not commence shift en-masse. Minimum number of staff rostered to safely maintain venue operations only. Specific staff assigned to AM/PM - separated shifts to avoid blending of shifts.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> COVID-19 Online staff induction in place to ensure that all staff are aware of their personal and professional responsibilities in regard to social distancing & workplace hygiene. Return to work participant induction conducted for all returning workers. Specific work – group operational inductions conducted for all returning workers.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module. • Separate break areas allocated to specific work – teams to ensure that direct social contact with different work groups and each other is minimized. • Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces. • Minimum number of staff rostered to safely maintain venue operations only.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Designated loading / unloading areas defined for delivery. • SSCT Access protocol applies uniformly to all visitors to venues, including delivery drivers. • Delivery drivers only granted access to venue if necessary. • COVIDSafe QR Code Screening process for all persons permitted onsite for longer than 15 minutes.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> ▪ Rostered shifts staggered to ensure that staff do not commence shift en-masse. ▪ Minimum number of staff rostered to safely maintain venue operations only. ▪ Staffing rosters developed to achieve compartmentalism and create workplace “Bubbles.” • Specific staff assigned to AM/PM - separated shifts to avoid blending of shifts. • Workgroups consistently assigned to specific areas of business and venue.
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • Signage emplaced throughout all venues with clear directive to follow in terms of social distancing, workplace hygiene and health reporting. • All staff responsible for reporting and breach in posted venue requirements. • COVIDSafe Marshalls & Officers deployed to ensure compliance to COVIDSafe controls.

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • COVIDSafe QR Code Screening process for all persons permitted onsite for longer than 15 minutes. • SSCT Access Process includes health declaration as part of the COVIDSafe Visitor Management System. • Contact details recorded for all staff, contactors, tenants, patrons and other visitors to venues to permit contact tracing of close contacts and infectious persons. • SSCT Control of Infection Protocol in place – specifies process for contact training and health reporting to Statutory Authority and internal stakeholders.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Formal SSCT Incident reporting policy in place. • Formal SSCT Health Monitoring & reporting policy in place. • Specific COVID-19 Health reporting process in Control of Infection Team protocol • SSCT Prevention & Control of Communicable Diseases in the Workplace policy in place with reporting requirements. • Operational planning in place with specific health reporting requirement specified. • COVID-19 Online staff induction specifies health reporting requirements.

Guidance	Action to ensure effective record keeping
	<ul style="list-style-type: none"><li data-bbox="647 165 1503 255">• <i>Return to work participant induction conducted for all returning workers contains specific module that addresses the SSCT COVIDSafe Action Plan and the reporting requirements for the organisation.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • <i>Specific Risk Assessments in place to estimate risk potential and business impacts of outbreak and closure of venues.</i> • <i>Operational planning developed from risk assumptions.</i> • <i>All documented processes and risk assessments reviewed weekly by COVID-19 Ops/Risk Management team</i> • <i>All documented processes updated to reflect changes to health directives issued under the 2008 Victorian Public Health & Wellbeing act and other Statutory Legislation.</i>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>Formal systems in place to support contact tracing and health reporting to DHHS as required in legislation.</i> • <i>Records retained of all persons visiting or employed at SSCT Venues retained for 28 days (for the purposed of contact tracing), before disposal – in keeping with information privacy obligations.</i> • <i>All COVID Management documentation retained electronically in different network file locations and locally.</i>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • <i>SSCT COVID-19 Operational Plan contains specific Cleaning Management processes.</i> • <i>Formal process in place for terminal cleaning by approved cleaning contractor (Mermaid Property Services)</i> • <i>Cleaning contractor retains professional ISO Accredited Occupational Hygienist services (BioSafety)(ISO 9001/ISO 17025 / ISO 14001 compliant) to perform specialised DHHS/HACCP microbial disinfection.</i> • <i>Occupational Hygienist retains formal records of services as required in legislation.</i>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • <i>SSCT Control of Infection Team protocol specifies formal processes for the identification & control of suspected or confirmed cases in employees and other persons during work hours.</i> • <i>Venue Responders trained in the enactments of COI Team protocol.</i> • <i>COI Team responders have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</i> • <i>COI Protocol specifies management responsibilities and reporting requirements in the event of a suspected or confirmed case of infection.</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>SSCT COVID-19 has specific Communications Plan that specifies processes, roles & responsibilities for communication of confirmed or suspected cases both externally to Statutory Authorities and stakeholders and internally to staff and other workers.</i> • <i>SSCT Control of Infection Protocol in place – specifies process for communication of confirmed or suspected cases to Statutory Authority and internal stakeholders.</i> • <i>Employee consultation maintained through regular fortnightly meetings of worker Operational Risk Committee.</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>SSCT Incident Reporting Framework recognises the duty of Regulatory notification of Notifiable Incidents, including those relating to workplace health and specifically confirmed cases of COVID-19 in the workplace.</i>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • <i>Extensive ongoing weekly risk assessment and formal notification from the Victorian Government permits SSCT Venues to remain open to maintain facilities, ensure continuance of approved capital works and service the needs of exempted High Performance & Professional Sports & Public access (under restrictions) under Last Step restrictions and in compliance to Directives issued under the 2008 Victorian Public Health & Wellbeing Act.</i> <p>SSCT's COVID-19 Control processes are formalised via the following documented processes.</p> <ul style="list-style-type: none"> • <i>SSCT Prevention & Control of Communicable Diseases Policy</i> • <i>SSCT Control of Infection Team Protocol</i> • <i>SSCT Device Hygiene Policy</i> • <i>SSCT Face Coverings & Masks Policy</i> • <i>SSCT High Risk COVID Plan Policy & Checklist</i> • <i>COVIDSafe Visitor Management System</i> • <i>MSC Operational Plan COVID-19 Third Step</i> <ul style="list-style-type: none"> o <i>Appendix "A" Entry T&C's</i> o <i>Appendix "B" Risk Assessment – Recommencement of Operations</i> o <i>Appendix "C1" MSC Squad Training Ops Plan</i> o <i>Appendix "D1" MSC Reopening Operations Plan – Gym</i> o <i>Appendix "D2" MSC Reopening Operations Plan – Group Fitness Aquatics</i> o <i>Appendix "E" MSC Reopening Operations Plan – Events Bookings</i> o <i>Appendix "F" MSC Reopening Operations Plan – Café</i> o <i>Appendix "H" MSC Reopening Plan – Contractor Management</i> o <i>Appendix "J" MSC Reopening Operations Plan – Cleaning Management</i> o <i>Appendix "K" MSC Reopening Operations Plan – Access Procedure</i> o <i>Appendix "N" MSC Reopening Operations Plan – Public Swimming</i> o <i>Appendix "O" Hirer & Participant Conditions for Access to MSC Venues</i> o <i>Appendix "Q" MSC Visitor Supervision & COVID Officers</i> • <i>November 9th MSC Reopening Plan – Event Bookings</i> • <i>SSCT Staff Return – to – Work Online Induction</i> • <i>SSCT Staff Return – to – Work Onsite Induction</i> • <i>SSCT Work – Group Operational RTW Inductions</i> • <i>SSCT Incident Management Procedure</i> • <i>SSCT WHS-031 Environmental Monitoring Procedure</i> • <i>SSCT WHS-032 Health Monitoring Procedure</i>

Guidance	Action to prepare for your response

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

Signed _____

Name _____

Date _____