

# COVID Safe plan

## Our COVID Safe Plan

Business name:	State Sports Centre Trust
Site location:	MSAC
Contact person:	Daniel Speed, General Manager – Corporate Services
Date prepared:	26/03/21

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• <i>Hand sanitiser made available at all venues at point of entry for staff, patrons &amp; contractors and at points throughout.</i></li> <li>• <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></li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• <i>Air handling throughout venues meets EPA requirements &amp; is compliant with AS 1668 1-3 “The use of ventilation &amp; air-conditioning in buildings, AS/NZS 3666 1-3 “Air-handling &amp; water systems of buildings :Microbial control” &amp; AS 2913 “Evaporative air-conditioning equipment”.</i></li> <li>• <i>Building Services Manager prioritises air – flow in areas of higher physical exertion (E.g. MSAC Gym)”</i></li> <li>• <i>Natural airflow optimised in preference to re-circulated air in ventilation &amp; air handling units.</i></li> <li>• <i>Excepting in compliance with Fire Regulation or Security, internal venue doors set to open to improve airflow and reduce person to surface contact.</i></li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• <i>SSCT Policy – Face Coverings Masks in place.</i></li> <li>• <i>All persons are required to carry a face covering at all times &amp; wear when social distancing cannot be practicably maintained or when requested by staff at MSC Venues from 18.00hrs – Friday 26/03/21.</i></li> <li>• <i>Venue retains large supply of disposable face coverings and has advisory in place for correct use &amp; disposal.</i></li> </ul>

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<p><b>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).</b></p>	<ul style="list-style-type: none"> <li>• SSCT Control of Infection Protocol in place, developed from clinical biosecurity best practice model.</li> <li>• SSCT Policy – Face Coverings &amp; Masks contains protocols for the safe use, handling &amp; disposal/laundry of both disposable and re-usable face coverings.</li> <li>• Instruction given to staff based upon the above documentation and as part of workplace monitoring by Venue Responders &amp; COVID Marshalls.</li> <li>• 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 &amp; workplace hygiene.</li> <li>• Return to work participant induction conducted for all returning workers.</li> <li>• Specific work – group operational inductions conducted for all returning workers.</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• High – touch items, such as sporting equipment &amp; balls are subject to controls by Sporting teams &amp; associations.</li> <li>• Appendix D2 &amp; Appendix Q contain directions for COVID Marshalls &amp; Gym staff in the correct cleaning procedures for high-touch communal items where they cannot be eliminated from the workplace.</li> <li>• Gym Staff instructed to perform cleaning during and after each session.</li> <li>• The cleaning instructions within the Cleaning management plan – appendix J will be provided to all staff and instructors.</li> <li>• System of due diligence in place – review of Risk Assessments from Sporting teams &amp; associations to conform that high – touch communal items are managed with appropriate biosecurity controls (substitution) and disinfectant schedule.</li> <li>• 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 &amp; develop key cleaning protocols &amp; records for at risk items as part of COVID Management Controls.</li> <li>• Cashless currency interactions only – no cash transactions or ATM’s, Vending machines, Car Parking etc.</li> </ul>

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

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<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Venue Operations has confirmed that cleaning products applied by cleaning contractor conform with DHHS approved products for the disinfection of COVID-19 contaminated surfaces</li> </ul>

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<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>• Under COVID-Safe level restrictions workers may return to the workplace as required. Onsite Office – work no longer capped. 2m2 Social distancing rule applies.</li> <li>• Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes..</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• All work must allow for 1.5m social distancing between workers.</li> <li>• Unless workplace- specific capacity limits apply, any shared space, or publicly accessible space, in a workplace must apply a density quotient of one person per two square metres when electronic record- keeping capability is in place.</li> <li>• 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.</li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 Operational Plan developed that has formalised Access procedure protocol.</li> <li>• Service Victoria QR Code check-in at designated Point of Entry at all venues - with dedicated staff, trained in Access Protocols to manually assist patrons experiencing difficulty with the Service Victoria QR Code check-in.</li> <li>• Specific directives issued across multiple policy, procedure &amp; work instruction for staff not to attend workplace if unwell or suspect they may be a direct contact for a person who is unwell.</li> <li>• Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</li> </ul>

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<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• <i>Training, instruction &amp; signage denotes 1 worker per 2m<sup>2</sup> &amp; 1.5m social distancing throughout venues..</i></li> <li>• <i>Sporting Coaches &amp; Teams responsible for the management of individual participant social distancing whilst in venue. SSCT responsible for the management of casual booking participants.</i></li> <li>• <i>COVID In-Design Group formed to identify, develop &amp; facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure &amp; fittings throughout all SSCT Venues.</i></li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• <i>Temporary barriers and floor markings in place throughout public areas of venues to assist with the maintenance of social distancing measures.</i></li> <li>• <i>All staff &amp; Venue Responders onsite to actively monitor and enforce social distancing measures.</i></li> <li>• <i>Rostering of staff staggered and designated break areas for different work – groups in place to encourage social distancing of staff during shift.</i></li> <li>• <i>Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.</i></li> </ul>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>• <i>Safety Screens, PPE&amp;C and cleaning equipment in place and instruction given to workers to safely maintain workplace hygiene at workstations.</i></li> <li>• <i>COVID In-Design Group formed to identify, develop &amp; facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure &amp; fittings throughout all SSCT Venues.</i></li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>• <i>Rostered shifts staggered to ensure that staff do not commence shift en-masse.</i></li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• <i>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 &amp; workplace hygiene.</i></li> <li>• <i>Return to work participant induction conducted for all returning workers.</i></li> <li>• <i>Specific work – group operational inductions conducted for all returning workers.</i></li> <li>• <i>Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</i></li> <li>• <i>Separate break areas allocated to specific work – teams to ensure that direct social contact with different work groups and each other is minimized.</i></li> <li>• <i>Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.</i></li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• <i>Designated loading / unloading areas defined for delivery.</i></li> <li>• <i>SSCT Access protocol applies uniformly to all visitors to venues, including delivery drivers.</i></li> <li>• <i>Delivery drivers only granted access to venue if necessary.</i></li> <li>• <i>Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes..</i></li> </ul>

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<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"> <li>▪ <i>Rostered shifts staggered to ensure that staff do not commence shift en-masse.</i></li> </ul>
<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 <a href="#">‘two square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>• <i>Signage emplaced throughout all venues with clear directive to follow in terms of social distancing, workplace hygiene and health reporting.</i></li> <li>• <i>All Staff responsible for reporting and breach in posted venue requirements.</i></li> </ul>

Guidance	Action to ensure effective record keeping
Record keeping	
<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"> <li>• <i>Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes..</i></li> <li>• <i>Contact details recorded for all staff, contactors, tenants, patrons and other visitors to venues to permit contact tracing of close contacts and infectious persons.</i></li> <li>• <i>SSCT Control of Infection Protocol in place – specifies process for contact training and health reporting to Statutory Authority and internal stakeholders.</i></li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• <i>Formal SSCT Incident reporting policy in place.</i></li> <li>• <i>Formal SSCT Health Monitoring &amp; reporting policy in place.</i></li> <li>• <i>Specific COVID-19 Health reporting process in Control of Infection Team protocol</i></li> <li>• <i>SSCT Prevention &amp; Control of Communicable Diseases in the Workplace policy in place with reporting requirements.</i></li> <li>• <i>Operational planning in place with specific health reporting requirement specified.</i></li> <li>• <i>COVID-19 Online staff induction specifies health reporting requirements.</i></li> <li>• <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></li> </ul>

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

Guidance	Action to prepare for your response
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>Extensive ongoing monthly / at need 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 High Performance &amp; Professional Sports &amp; Public access (under restrictions) under COVID-Safe Settings level restrictions and in compliance to Directives issued under the 2008 Victorian Public Health &amp; Wellbeing Act.</i></li> </ul>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_