

COVID Safe plan

Our COVID Safe Plan

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 Site location: Sports House
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 Date prepared: 18/11/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<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. • Hand sanitiser & wipes made available at indoor stadiums where multiple courts in use. • 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.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<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. • 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.
<p>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.</p>	<ul style="list-style-type: none"> • As of 11.59pm on 18 November 2021, masks and face coverings are not mandatory in indoor or outdoor spaces throughout the venue. Individuals still required to carry a mask at all times and recommended to wear one where social distancing cannot be practicably maintained. • Masks to continue to be made available for staff and patrons where requested and encouraged to use for those individuals who would prefer to continue to wear a mask or face covering.

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<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 continues to be in place and contains protocols for the safe use, handling & disposal/laundrying 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 Marshalls. • 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"> • 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. • Hand sanitiser and wipes available in vicinity of high touch public fixtures such as Ticket or Vending Machines.

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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. • Cleaning contractors have approved hazmat disposal arrangements in place. <ul style="list-style-type: none"> ▪ Cleaning contractors maintain regular cleaning logs. • 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.

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

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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"> Under updated restrictions from 11.59pm on 18/11/21, fully vaccinated workers may return to the work premises with no density quotients or restrictions in place. 1.5m Social distancing rule continues to apply where possible. SSCT will retain vaccination information re relevant staff. COVIDSafe QR Code Screening process for all persons permitted onsite for longer than 15 minutes. COVID Check-in Marshalls at check-in points. Service Victoria QR Code Visitor Management System in place. Venues separated into separate zones with separate Service Victoria QR Codes attributed. Patrons and staff must sign in to each zone they transit to. Staff are encouraged to limit non-essential travel between zones.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> All work must allow for 1.5m social distancing between workers. Rostering of staff limited to one venue where possible. 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. Service Victoria QR Code check-in at designated Point of Entry at all venues - Service Victoria QR Code Visitor Management System in place. COVID Check In Marshalls to be located at all entrances in line with Open Premises Direction requirements. Venues separated into separate zones with separate Service Victoria QR Codes attributed. Patrons and staff must sign in to each zone they transit to. Staff are encouraged to limit non-essential travel between zones. 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. Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes. <p>Requirements specific to Mandatory vaccination requirements:</p> <ul style="list-style-type: none"> From 11.59pm on 18/11/2021, the following vaccination requirements will be in place: Staff <ul style="list-style-type: none"> All relevant staff will be required to upload proof of vaccination to HR using the Dayforce system to be eligible to work shifts. Vaccination status is set up a required skill. Correspondence

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	<p><i>provided to all staff. HR will collect, hold and retain all relevant information.</i></p> <ul style="list-style-type: none"> • <i>Contractors/Visitors</i> <ul style="list-style-type: none"> ○ <i>Authorised Worker status of contractors and other visitors to be managed through Rapid Global Contractor Management system and Rapid Access processes. Condition of entry to be confirmed as having appropriate Authorised Worker Permit. Management of actual vaccination status to be undertaken by relevant employers of said contractors or individuals.</i> • <i>Casual sports users</i> <ul style="list-style-type: none"> ○ <i>Required to be fully vaccinated. Vaccination status to be checked by COVID Check in Marshalls.</i> • <i>Community sports training</i> <ul style="list-style-type: none"> ○ <i>No vaccination requirement.</i> ○
<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"> • <i>1.5m social distancing throughout venues continues to be encouraged, however no density quotients or limits in place.</i> • <i>Sporting Coaches & Teams responsible for the management of individual participant social distancing whilst in venue. SSCT responsible for the management of casual booking participants.</i> • <i>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.</i>
<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"> • <i>Temporary barriers and floor markings in place throughout public areas of venues to assist with the maintenance of social distancing measures.</i> • <i>All staff & Venue Responders onsite to actively monitor and enforce social distancing measures.</i> • <i>Rostering of staff staggered and designated break areas for different work – groups in place to encourage social distancing of staff during shift.</i> • <i>Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>Safety Screens, PPE&C and cleaning equipment in place and instruction given to workers to safely maintain workplace hygiene at workstations.</i> • <i>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.</i>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Rostered shifts staggered to ensure that staff do not commence shift en-masse.</i>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • <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 & workplace hygiene.</i> • <i>Return to work participant induction conducted for all returning workers.</i> • <i>Specific work – group operational inductions conducted for all returning workers.</i> • <i>Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</i> • <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>

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	<ul style="list-style-type: none"> • Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.
<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. • Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes. Service Victoria QR Code Visitor Management System in place. Access to Sports House via swipe card only so no Check In Marshall required.
<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.
<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.

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"> • Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes. Service Victoria QR Code Visitor Management System in place. Access to Sports House via swipe card only so no Check In Marshall required. • Contact details recorded for all staff, contactors, tenants, patrons and other visitors to venues to permit contact tracing of close contacts and infectious persons. • As per updated restrictions from 11.59pm on 18/11/2021, close contacts defined as any person who has had face-to-face contact of any duration, or who has shared a closed space, with a confirmed case during the Relevant Period (48 hours prior to the onset of symptoms or testing positive if asymptomatic). • 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 monthly (or at need) by SSCT Operational Risk Committee / Management Operational Risk Group.</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 through Service Vic App (for the purposes of contact tracing), before disposal – in keeping with information privacy obligations.</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 & COVID Marshals trained in the enactments of Control of Infection Team protocol.</i> • <i>Control of Infection Team responders have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</i> • <i>Control of Infection Team 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 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 monthly 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 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 & Professional Sports & Public access (under restrictions) under COVID restrictions and in compliance to Directives issued under the 2008 Victorian Public Health & Wellbeing Act.</i>

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

Signed _____

Name _____

Date _____