

# COVID Safe plan

## Our COVID Safe Plan

Business name:	State Sports Centre Trust
Site location:	Sports House
Contact person:	Daniel Speed, General Manager – Corporate Services
Contact person:	(03) 9926 1520
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</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.	<ul style="list-style-type: none"> <li>Hand sanitiser made available at all venues at point of entry for staff, visitors &amp; contractors and at points throughout</li> <li>Hand sanitiser and disinfectant wipes available in staff office areas</li> <li>Professional cleaning contractor (Cirka) engaged to ensure that supply of consumables is uninterrupted, and that disposal of soiled consumables is in compliance with biosecurity controls.</li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>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"</li> <li>Building Services Manager prioritises air – flow in areas of higher physical exertion</li> <li>Natural airflow optimised in preference to re-circulated air in ventilation &amp; air handling units</li> <li>Excepting in compliance with Fire Regulation or Security, internal venue doors set to open to improve airflow and reduce person to surface contact.</li> </ul>
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"> <li>SSCT Policy – Face Covering Masks in place</li> <li>All staff, Contractors, Tenants and Visitors to wear a face mask indoors spaces throughout the Building as per Victorian Government directions</li> <li>Staff encouraged to change Masks every four hours</li> <li>Masks to continue to be made available for staff and patrons.</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 continues to be in place and contains protocols for the safe use, handling &amp; disposal/laundrying 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 SSCT Management</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 door handles, lifts etc. cleaned regularly</li> <li>• The cleaning instructions within the Cleaning Management Plan – Appendix J will be provided to all staff</li> <li>• System of due diligence in place – review of Risk Assessments 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 workspaces 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> </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 Safe Work Method Statements</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</li> <li>• Cleaning contractors maintain regular cleaning logs</li> <li>• Appendix D2 &amp; Appendix Q contain directions for COVID Marshals in the correct cleaning procedures for high-touch communal items where they cannot be eliminated from the workplace</li> <li>• The cleaning instructions within the Cleaning Management Plan – Appendix J will be provided to all staff and instructors.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• Professional cleaning contractor (Cirka) 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 DoH 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>As per Victorian Government requirements only fully vaccinated workers may return to the work premises with no density quotients or restrictions in place. SSCT will retain vaccination information re relevant staff</li> <li>Employees directed to work from home where possible</li> <li>Employees reminded of 1.5m physical distancing rule continues to apply where possible</li> <li>Staff, tenants, contractors &amp; visitors to Check-in using Service Victoria QR Code</li> <li>Building offices separated into separate zones with separate Service Victoria QR Codes attributed. Staff, contractors and visitors must sign into each zone they transit to</li> <li>Staff are encouraged to limit non-essential travel between zones</li> <li>Tenants responsible for own COVIDSafe Plans and QR Codes for workplace.</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 workers must allow for 1.5m physical distancing between workers and to wear a face mask whilst onsite in all building areas</li> <li>Rostering of staff limited to one venue where possible</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 and that contractor employees are fully vaccinated</li> <li>Contractors required to upload individual COVIDSafe Plans onto Rapid Global Induction system.</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 in place for all staff, tenants and visitors to building</li> <li>Building access only possible via swipe access card</li> <li>Building offices separated into separate zones with separate Service Victoria QR Codes attributed. Staff, contractors &amp; visitors must sign into each zone they transit to</li> <li>Staff are encouraged to limit non-essential travel between zones</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. Employees testing positive must adhere to SSCT Control of Infection Protocol.</li> </ul> <p>Requirements specific to Mandatory vaccination:</p> <ul style="list-style-type: none"> <li>Staff <ul style="list-style-type: none"> <li>All relevant staff are required to upload proof of vaccination to People Support using the Dayforce system to be eligible to work shifts. Vaccination status is set up a required skill. Correspondence provided to all staff. People Support collect, hold and retain all relevant information.</li> </ul> </li> <li>Contractors/Visitors <ul style="list-style-type: none"> <li>Authorised Worker status of contractors and other visitors to be managed through Rapid Global Contractor Management system and Rapid Access processes. Management of actual vaccination status to be undertaken by relevant employers of said contractors or individuals.</li> </ul> </li> </ul>
<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>1.5m physical distancing throughout building continues to be encouraged, however no density quotients or limits in place</li> <li>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</li> <li>Staff directed to work from home where possible and only attend workplace based on role responsibilities.</li> </ul>

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<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"> <li>Floor markings in place throughout public areas of building to assist with the maintenance of social distancing measures</li> <li>All staff onsite to actively monitor and enforce social distancing measures</li> <li>Staff attendance at work staggered, most staff working from home where possible</li> <li>Staff workspaces allow for physical distancing when staff are working from the office</li> <li>Staff encouraged to take breaks external to building, where practicable, to minimise interactions in enclosed spaces.</li> </ul>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <li>PPE&amp;C and cleaning equipment in place and instruction given to workers to safely maintain workplace hygiene at workstations</li> <li>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.</li> </ul>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <li>Staff working from home where possible and minimal staff in building throughout week.</li> </ul>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <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> <li>Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module</li> <li>Separate break areas allocated to specific work – teams to ensure that direct social contact with different work groups and each other is minimised</li> <li>Staff encouraged to take breaks external to the building, where practicable, to minimise interactions in enclosed spaces.</li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>Designated loading / unloading areas defined for delivery</li> <li>SSCT Access Protocol applies uniformly to all visitors to building, including delivery drivers</li> <li>Delivery drivers only granted access to building if necessary</li> <li>Service Victoria QR Code Screening process for all persons permitted in the building. Service Victoria QR Code Visitor Management System in place. Access to Sports House via swipe card only so no Check-in Marshal required.</li> </ul>
<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>Staff directed to work from home where possible and minimal staff in building at all times.</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="#">‘four square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>Signage emplaced throughout all venues with clear directive to follow in terms of social distancing, workplace hygiene and health reporting – Sports House is not accessible to the general public</li> <li>All Staff responsible for reporting and breach in posted venue requirements.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• <i>Service Victoria QR Code Screening process for all persons permitted in building. Service Victoria QR Code Visitor Management System in place. Access to Sports House via swipe card only so no Check-in Marshal required</i></li> <li>• <i>Contact details recorded for all staff, contactors, tenants and other visitors to building to permit contact tracing of close contacts and infectious person</i></li> <li>• <i>All SSCT staff are required to upload proof of vaccination to People Support using the Dayforce system. Vaccination status is set up a required skill</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> <li>• <i>Tenants responsible for own QR Code and procedures in relation to COVID-19; staff and visitor management.</i></li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></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>Under current Health Directions Testing and reporting requirements are:</i> <ul style="list-style-type: none"> <li>○ <i>Workers who are symptomatic are required to undertake a Rapid Antigen Test (RAT) or a PCR test if they cannot access a RAT and self-quarantine until they receive a negative result or for seven days post-test, whichever is earlier. Workers who test positive must advise SSCT immediately so that SSCT can identify other workers who are contacts (including contractors). Workers must also notify the Health Department and follow the Department's checklist</i></li> <li>○ <i>Workers that do not have any symptoms but have been exposed are recommended to undertake Rapid Antigen Test where possible for 5 days following the notification from SSCT. If a Worker tests positive on any RAT, they must report to the Department of Health and SSCT immediately and isolate for seven days</i></li> </ul> </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 (or at need) by SSCT Operational Risk Committee / Management Operational Risk Group</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>

Guidance	Action to prepare for your response
<p><b>Prepare to assist DoH 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 DoH as required in legislation</i></li> <li>• <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></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 (Cirka)</i></li> <li>• <i>Cleaning contractor retains professional ISO Accredited Occupational Hygienist services (Bio Safety) (ISO 9001 / ISO 17025 / ISO 14001 compliant) to perform specialised DH / 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>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 monthly 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>
<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 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 COVIDSafe Plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_