

COVIDSafe Plan

Business name: Bellarine Adventure Golf

Plan completed by: Sarah Webb

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1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action:

- ✓ **Markings on paving outside for queuing to enter and to be served at club window**
- ✓ **Sign at entrance door asking to wait until called to be served to minimise numbers inside clubhouse**
- ✓ **Deliveries to be made to main café area, not office**
- ✓ **Perspex added to club serving window**
- ✓ **Markings inside clubhouse to ensure distancing, barrier at serving bench and register ipads moved to back bench to ensure distance between customers & staff**
- ✓ **One way system established and signed through clubhouse & Mill building (different doors for entry & exit)**

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- ✓ **Sign displaying patron limits in clubhouse**
- ✓ **Sign displaying maximum workers in office**
- ✓ **Tables & chairs have been put away inside to ensure flow of customers entering doesn't cause us to exceed permitted numbers**

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

Action:

- ✓ Staff instructed to take breaks outside or in function room and to sanitise after use
- ✓ Reinforce messaging to workers that physical distancing needs to be maintained during all interactions.
- ✓ Educate workers on hand & cough hygiene, including how to wash & sanitise hands correctly and thinking about when this is required
- ✓ Staff instructed to not attend work if unwell
- ✓ Regularly assess workers in attendance at the workplace to determine whether they are required to be there

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

- ✓ Staff provided with fitted face masks that are fully adjustable via ear straps and nose clip
- ✓ Monitoring use of face covering in all workers and customers

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

- ✓ Perspex installed to club/ball serving window and barrier placed in front of inside serving counter to prevent approach.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

- ✓ On issue of masks, staff are given instruction on proper fit, usage & handling

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

- ✓ Clubs, balls & pencils are cleaned and sanitised between uses. Cleaning is with a detergent and sanitising is soaking for at least 10 minutes in a proprietary solution
- ✓ Contactless payment requested from customers, if they only have cash we can accept this by putting it into a cash bag and then immediately washing & sanitising hands. No change is available.
- ✓ Contactless return of equipment established for clubs, balls & pencils – staff only touch when sanitising taking place
- ✓ Only disposable items used for food service including staff use
- ✓ Phones sanitised at beginning of day and labelled at beginning of day so only used by one person each day
- ✓ Each staff member who requires earplugs/muffs have been issued with their own set which is labelled with their name
- ✓ High touch surfaces cleaned and sanitised at beginning of day and 2-hourly throughout the day
- ✓ Cleaning solution & sanitiser checked and ordered as required on a Monday

You should display a cleaning log in shared spaces.

Action:

- ✓ Cleaning logs for beginning of day and throughout the day have been established & are displayed and marked to ensure cleaning & sanitising of surfaces to above schedule

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- ✓ Soap available in toilets and at designated hand washing sink for staff. Sanitiser available for customers upon entry and at club serving window – levels checked regularly. Sanitiser readily available for staff.
- ✓ Soap & sanitiser supplies checked when cleaning two-hourly and bulk supplies checked and ordered on Monday as required

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

- ✓ **Communicate to workers the financial support available to them if they cannot work while they are waiting for a test result or are confirmed as a positive case**

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- ✓ **If worker is at work and start having symptoms direct them to proceed home immediately. If this is not possible isolate them in the function room.**
- ✓ **Sarah to consult timesheet and notify workers and close contacts about a positive case in the workplace**
- ✓ **In the event of a positive case in the business, refer to DHHS <https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-and-confirmed-cases-covid-19-doc> (found on office desktop)**
- ✓ **Sarah to download and save Visitsafe .csv file ready to supply for contact tracing**
- ✓ **Sarah to notify DHHS & WorkSafe on 13 23 60**
- ✓ **If required Sarah to engage professional, suitably qualified cleaning personnel to clean the premises**
- ✓ **Sarah to update website, social media & Google Business if we are required to temporarily closed**
- ✓ **Arran to ensure all staff are notified if we are required to close temporarily**
- ✓ **Jan to ensure any suppliers are aware if we are closed temporarily**
- ✓ **Arran to ensure that any worker(s) with a suspected or confirmed case does not have coronavirus before returning on site by sighting a medical certificate**
- ✓ **As above (designated person) to notify staff, digital outlets, suppliers & Worksafe once allowed to reopen by DHHS**

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- ✓ Visitsafe App used to get details for all adults attending – this is stored online for access as required. Details of first name & phone number are obtained and recorded by staff via an ipad to ensure this is contactless for customers
- ✓ Staff attendance is registered via our standard hours sheet
- ✓ Staff are asked to verbally complete a health questionnaire before starting their shift

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

- ✓ Doors & windows opened and kept open throughout the day and fans on to ensure air circulation
- ✓ Staff instructed to take breaks outside or in function room and to sanitise after use

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action:

- ✓ Staff instructed to take breaks individually to reduce use of common areas at same time
- ✓ Where possible same staff working together

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action: None