

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.safeworkaustralia.gov.au>

You **don't** need to send this plan to SafeWork/WorkSafe for review or comment.

Company details

Business name: Drummoyne Swimming Centre	Manager approval: Hayley Sheriff	Worker representative consultation:
Division/group: Aquatics		
Date completed: 06/10/2021	Name of manager: Hayley Sheriff	Name of worker representative:
Date distributed:		
Revision date: Weekly		

Refer to the Safe Work Australia webpage for further guidance on constructing a COVID-19 safety plan.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <ul style="list-style-type: none"> • Social distancing – 1.5m apart, both staff and customers. • To comply with the one person per 2 square metre rule, throughout centre and in swimming pools. • Lockers to be a safe 1.5 metres apart, for members & patrons use. They are to be cleaned after each use. Wipes will be provided along with signage. • All guests will be required to scan in via QR code sign in on NSW Health Covid 19 app prior to entry • All staff and patrons must wear masks in indoor areas at all times • All staff, members and patrons will be required to be double vaccinated to enter our facility from the 11th of October 2021. • Vaccine proof to be shown upon entrance via the Medicare/My Gov Application. Patrons may also show saved/printed certificate copy along with identification to match name on physical copy of certificate. If fail to provide evidence of double dosed vaccination they are not permitted entrance into the facility. • Persons under 16 are permitted if un-vaccinated, they must be with supervision from within their household. • Ensuring staff are informing patrons they must come into the centre using safe covid practices and exit the centre in a timely manner after their swim concludes • Staff constantly enforcing rules against members sitting on any furniture, use of any washrooms and that they are following signage and separation rules which are set in place • Staff and customers have access to hand sanitizer, wash stations, face masks and other COVID essential PPE (staff only) 	<i>Facility Manager</i>

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- Rotational rosters to ensure only necessary staff are onsite at one time
- Signage and direction on flooring and seating allocating appropriate 1.5m social distancing rule in reception and the pool deck. This will allow customers to easily follow the 1.5m rule.
- Making sure the centre is clean and hygienic at all times:
 - o Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly (at every staff rotation, and end of shift, typically hourly)
 - o Bathrooms to be surveyed and cleaned with disinfectant, wiped down, restocked and maintained. This occurs every two hours and professionally cleaned at close of business every day.
 - o Hand rails and lift to be wiped and disinfected regularly. This occurs every two hours while operational.
 - o Chemical levels maintained throughout the pool to ensure correct sanitization
- Ensure all staff are abiding by the NSW laws and restrictions set in place by the government inside and outside work hours.
- Eftpos is preferred payment method
- Staff are to use adequate PPE when performing first aid. This is to ensure safety for them and the patient.
- Gloves
- Mask
- Face Shield
- Gown

How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.

- All staff will complete Covid-19 Infection Control Training before returning to work.
- Staff will be briefed weekly on changes in the NSW Health order, they will be shown processes on checking the following:
 - Covid QR check-in
 - License Identification
 - Vaccine Certificates
- If Capacity limits are met, staff are to stop people entering the centre and only allow entries when people leave the centre.
- All staff will read, sign and acknowledge a COVID safe checklist. This will outline the following:
 - o Hand sanitizer
 - o Washing hands appropriately
 - o Social distancing 1.5m
 - o Staff interaction
 - o Staff to customer interaction
 - o Any symptoms – staff cannot attend work and must be tested for COVID 19 before returning
 - o Understanding and following NSW Government advice regarding the latest COVID-19 case locations in NSW
 - o Cleaning of the facility throughout their shift
 - o Download the COVID 19 tracing app
 - o Recommend COVID vaccine

Facility Manager

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <ul style="list-style-type: none"> • COVID 19 app for tracing. • Staff are to inform manager immediately if experiencing any symptoms – must be tested and receive a negative result before returning to work. • Checking compliance with the NSW Government advice regarding the latest COVID-19 case locations in NSW. 	<p><i>Facility Manager</i></p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <ul style="list-style-type: none"> • Only staff required will be onsite at any one time. • Staff that can complete their role or a portion of their role from home will do so. • Staff will remain in their necessary department – there will be no interaction unless necessary for the business to function. • Any other businesses or individuals that need to be interacted with will be done so via telephone, email or zoom unless it is critical for them to enter the facility. In that situation a set appointment time will be met and they will only interact with the appropriate staff members. They will need to follow the facilities COVID 19 safe plan. • Displaying cleaning check lists for public to see how often the different areas of the facility are being cleaned e.g. in the changerooms. • Ensuring all patrons & staff who enter the facility have signed in on the attendance register which will be available via QR code to limit contact with pens/paper. • To comply with the one person per 2 square metre rule. • Ensuring user groups utilizing the facility, such as Water Polo Clubs, have their own Covid safety plans in place and are following the plan. • Equipment (radios, face shields, fitness equipment, kick boards etc) will be cleaned and disinfected after each use. Staff will be required to thoroughly clean/wash hands after cleaning activities. • Limiting Kiosk sales to prepackaged products. We will not be preparing or touching any food sold. 	<p><i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p>

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- Promote regular and thorough hand-washing by employees, contractors and customers
 - o Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
 - o Display posters promoting hand-washing
 - o Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and guiding information
 - o Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
 - Promote good respiratory hygiene in the workplace
 - o Display posters promoting respiratory hygiene
 - o Encourage staff and patrons to cover their nose and mouth with their inner elbow when coughing/sneezing
 - Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.
 - o Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19
 - o Keep communicating and promoting the NSW Government advice regarding the latest COVID-19 case locations in NSW
 - o Make clear to employees that they will be able to count this time off as sick leave
 - Develop and agree a preparedness plan to prevent infection at meetings or events
 - o Consider whether a face-to-face meeting or event is needed or could it be replaced by a teleconference or online event?
 - o Could the meeting or event be scaled down so that fewer people attend?
 - o Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms
 - o Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend
 - Contact Tracing – Service NSW QR code is displayed at reception and is the preferred method for members and visitors to use when entering the facility. This information is stored securely by the NSW Government.
 - We have an iPad set up at reception displaying a form to obtain the details of our members and guests entering the facility. Alternatively, visitors can verbally tell us their details and we can implement it in the form on the reception computer.
 - The last method, if the visitor is unwilling to use the other three methods, is to use the data on their membership tag and then populate the form on the reception computer – Note, this is only available for members or visit pass holders.
 - If the NSW Government makes contact with the centre to obtain our records of our contact tracing logs, the Centre Manager will be contacted immediately, if unavailable, the Drummoyne Centre Manager will be contacted, if also unavailable, Christian Wulff, Area Manager will be contacted. These three people have instant access to the information. If all three managers are unavailable, staff are instructed to call our Regional Manager and or Belgravia Head Office to assist.
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How will you manage an exposure or suspected exposure to COVID-19?

Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting support lines.

Facility manager

1. **Isolate:** Remove the person from others. SafeWork Australia recommends giving the person a surgical mask, if possible.
 2. **Inform:** Tell health authorities by calling the national COVID-19 hotline on 1800 020 080, and follow the advice of health officials. Depending on your situation, authorities could give you specific advice.
 3. **Interview:** Question the individual from a safe distance to identify what areas they accessed, who with, how long were they using the facility and any other relevant information.
 4. **Transport:** Workplaces should make sure the person has transport, either to their home or to a medical facility.
 5. **Clean:** The area where the person has been working and all the places they have been should be cleaned. This may mean evacuating those areas. PPE to be used when cleaning.
 6. **Identify:** Find out who at the workplace had close contact with the infected person recently, up to 24 hours before they first started experiencing symptoms.
 7. **Clean:** The areas where these people have been should also be cleaned, this could involve the evacuation of these areas and cleaners should also use PPE.
 8. **Review:** The workplace should review the way it controls the risks of COVID-19 and decide whether work may need to change, with employees kept up to date on what is happening and on the appropriate safety procedures
- Any staff suspected of having the virus will be sent to be tested for COVID 19. They cannot return to work until the result comes back negative. If results are positive, they must complete 14 days of isolation.
 - If large outbreak does occur, centre is to close for a 48-hour period for a deep clean of the entire facility and until deemed safe. Approval from City of Canada Bay, who will follow the advice of NSW Health, must be granted prior to this happening.
 - City of Canada Bay to be notified immediately of any suspected or confirmed cases:

Peter Montague – 0400 274 908
Russell Wolfe – 0449 953 053

Special notes school carnivals

- Capacity for school carnivals will be restricted to 500 persons excluding facility staff.
- Spectators are not allowed during school carnival bookings, excluding those engaged in timekeeping/record keeping and or other operational requirements of the hirer.
- Students are to stay with their cohort group (class, year group, or stage) during the carnival.
- Students are not to take part in organized signing, chanting, or cheering during the carnival.
- The pool will be closed to the public during carnivals to provide exclusive use of the facility.

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <ul style="list-style-type: none">• Ensuring constant review of Covid safety plan is complete each week by several staff members• Communicating the plan to all staff members and ensuring they thoroughly understand and follow plan set in place• Constant consultation with employees, patrons and contractors to ensure safety measures are working and functioning• Maintain cleaning agendas set in place are being complete and checked hourly• Maintain upkeep of PPE	<i>Facility Manager</i>
How do these changes impact on the risks of the work that you do?	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <ul style="list-style-type: none">• Staff will be required to communicate to patrons and members in a social distant and safe manner• Staff and patrons will be required to keep their distance• Creating a safe environment for staff to express any concerns they may have or safety breaches• Support for staff and patrons who may be affected mentally and emotionally• Closure to non-essential areas and activities limiting use to patrons and staff• Signage in place to show conditions of entry at entrance to facility• Staff and patrons are to check in to facility each visit via NSW check in	<i>Facility Manager</i>

Notes:

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Appendix A:

The following signs/decals are some of the signage that will be erected prior to the centre reopening.



1 Floor decals will be used throughout the centre to show correct social distancing positions whilst on site.

CONDITIONS OF ENTRY

To reduce the risk of transmission of COVID-19, if you are feeling sick, displaying symptoms of or have been in close contact with a person who has COVID-19 or have been tested for COVID-19, please ensure you remain in self-quarantine.

We encourage you to contact the National Coronavirus hotline (1800 020 080) for additional support where required.

JOIN US IN STOPPING THE SPREAD OF COVID-19!
DOWNLOAD COVIDSAFE, AN APP FROM THE AUSTRALIAN GOVERNMENT.
#COVID19 #CORONAVIRUSAUSTRALIA
#STAYHOMESAVELIVES

www.covidsafe.gov.au

HELP STOP THE SPREAD AND STAY HEALTHY.

2 An A frame display will be placed at the entrance to the centre, highlighting the importance of self quarantine to patrons who are unwell.

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3 Posters reminding patrons to social distance will be placed at key locations throughout the grounds.

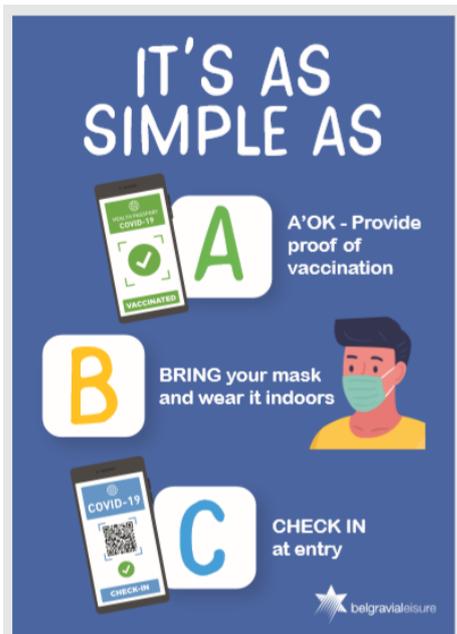


4 Posters reminding patrons of safe hygiene will be used alongside social distancing posters.

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5 Posters reminding patrons to wear a mask in our facility in indoor settings.



6 Posters reminding patrons show us they vaccination record..