# COVIDSafe Plan

## About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

**In order to be compliant with public health direction:**

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

**If you are in a high risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.**

## How to develop your COVIDSafe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at vic.gov.au.

### 2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the ‘actions’ column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

**Mandatory requirements under public health direction feature this symbol:** ⚠

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

### 3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

### 4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

**For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.**

# Your COVIDSafe Plan

Business name: _____**KEILOR BASKETBALL ASSOCIATION** _____

Plan completed by: _____Terri Sutton (Administrator) on behalf of KBA Board _____

Date reviewed: _____June 18 2021_____

# 1. Ensure physical distancing

| Requirements | Action |
|---|---|
| **You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**<br>• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply<br>• Informing workers to work from home wherever possible<br>**You may also consider:**<br>• Minimising the build-up of people waiting to enter and exit the workplace<br>• Using floor markings to provide minimum physical distancing guides<br>• Reviewing delivery protocols to limit contact between delivery drivers and workers | Allocate different doors for entry and exit<br>Only staff rostered for sessions to be in venue<br>Use floor markings to provide minimum physical distancing guides at entrance and exit points and court areas<br>Display appropriate signage showing patron limits<br>Maximum occupancy of venue sign at front entrance.<br>Density quotient of 1 per 4m2<br>Occupancy rates for communal areas such as Offices, Crèche, Referees room & Meeting room determined (& signage displayed)<br>Everyone attending stadium to adhere to 1.5m social distancing at all times, except when participating on court.<br>Install physical barriers (bollards) to enforce social physical distancing requirements, especially in reception area<br>Face-to-face office meetings eliminated where possible. Conduct meetings using other communication forums (e.g. Zoom, Face Time, What's App, phone calls, emails etc.)<br>Staggered start/end time to manage any congestions<br>Cash-less payment options promoted |

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

Comply with relevant density quotient and signage requirements.
Ensure office area complies with one worker per four square meter regulations
Restrict unnecessary public access.

**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 vic.gov.au

Mandate all staff to complete relevant COVID safety training.
Develop and educate staff on strategies and work practice changes to maintain physical distancing
Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions.
Social distancing to be enforced by rostered BSO (Bio Safety Officer)
Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
Reinforcing the importance of not attending work if unwell and protocols to follow
Provide information on the proper use of face coverings.
Assess and adapt working arrangements to enable working from home

## If your industry is restricted or heavily restricted, you must also:

Reduce workers levels in accordance with industry directions.

Limit number of patrons in accordance with industry directions.

Have no carpooling.

**Heavily Restricted Industries Only**

Have workers only attend work if permitted.
Workers in permitted work premises must work from home, if they can.

# 2. Wear a face covering

| Requirements | Action |
| --- | --- |
| **You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:**<br>• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own<br>• A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements | Signage at entrance & throughout stadium<br>Have an adequate supply of single use masks available to distribute if necessary.<br>Bio-safety officers and all staff to enforce this requirement<br>Subject to Government restrictions, face masks must be worn when/where mandatory restrictions are in place and when/where they are not mandatory, they are recommended when social distancing cannot be maintained. Therefore, everyone 12 years & older must always carry a face mask with you when you leave home unless you have a lawful reason not to. It is strongly recommended you wear one whenever you cannot keep 1.5 metres distance from others.<br>Staff to wear gloves when applying first aid.<br>Staff to wear gloves when cleaning & disinfecting. |
| You should install screens or barriers in the workspace for additional protection where relevant. | Investigate necessity of screens in areas required. Eg canteen, score benches |
| You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.<br>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. | Correct information supplied to all staff and volunteers in regards to face mask fit, use of, and disposal as required |

**There are no additional requirements for restricted or heavily restricted industries.**

# 3. Practise good hygiene

## Requirements

**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs 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

Identify high touch surfaces and document
Provide information about workplace cleaning schedule and how to use cleaning products
Identify and supply all cleaning products required
Monitor supplies of cleaning products and regularly restock
Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment
All equipment used will be wiped down before, during and after each session in accordance with BV RTS guidelines and before next session participants are allowed to enter.
Sanitiser available on all score benches
Ensure everyone sanitise their hands upon entry, after toilet break.
Basketballs to be sanitised by owner using wipes supplied on entry.
Frequently clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use.

You should display a cleaning log in shared spaces.

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

Hand sanitiser stations provided a following locations: building entrance, reception desk, entrance to all courts & within each office area
Sanitiser and wipes available at all score benches
Touchless rubbish bins available to dispose of waste materials eg. Wipes, used face masks, paper towels
Where possible, doors are kept open to avoid touching door handles
Information available for workers and customers on correct hand washing and sanitising procedures

## If your industry is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.

# 4. Keep records and act quickly if workers become unwell

| Requirements | Action |
| --- | --- |
| You must support workers to get tested and stay home even if they only have mild symptoms. | Educating all staff and participants prior to booking of session not to attend if experiencing any flu like symptoms.<br>Communicate to workers, the financial support available to them if they cannot work while they cannot work while they are waiting for test result or are confirmed as a positive case. |
| **You must develop a business contingency plan to manage any outbreaks. This includes:**<br>• 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<br>• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period<br>• Having a plan in place to clean the worksite (or part) in the event of a positive case<br>• 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<br>• 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<br>• Having a plan in the event that you have been instructed to close by DHHS<br>• Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work | On becoming aware of a possible positive case, separate person from all other staff/participants and assess risks to other participants.<br>Establish a process for notifying workers and close contacts about a positive case in the workplace.<br>Establish and activate a cleaning process in consultation with Brimbank centre Manager, in the event of a positive case.<br>Document a process and responsibility for notifying DHHS, and Brimbank Council representative.<br>Notify all Clubs, members, stakeholders and staff of any instruction to close by DHHS.<br>Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to normal duties or participation. |
| You must keep records of all people who enter the workplace for contact tracing.<br><br>You should implement a screening system that involves temperature checking upon entry into a workplace. | Collect relevant personal details including name and phone number, of everyone that enters the venue via Vic Govt QR code system only. Vic Govt QR code system also available via KBA kiosk laptop on entry available as backup only. No written attendance unless internet connection not available.<br>Review processes to maintain up to date contact details for all staff.<br>Provide information to staff and Bio safety Officers, in regards to protocol for collecting and storing information |

## If your industry is restricted or heavily restricted, you must also:

**Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

**Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

For the latest information on restrictions in Victoria, visit vic.gov.au

VICTORIA State Government

# 5. Avoid interactions in enclosed spaces

| Requirements | Action |
| --- | --- |
| **You should reduce the amount of time workers are spending in enclosed spaces. This could include**:<br>• Enabling working in outdoor environments<br>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms<br>• Enhancing airflow by opening windows and doors<br>• Optimising fresh air flow in air conditioning systems | Communal areas identified and minimised to avoid large group gatherings.<br>Strict monitoring by rostered BSO (BIO Safety Officer)<br>Making sure venue and offices air conditioning are set for optimum air flow at the start of each workday.<br>Office windows and doors to remain open unless unattended.<br>Social Distancing markers in waiting areas.<br>Staff lunchbreaks to be taken outside where possible.<br>Bathrooms open |

**There are no additional requirements for restricted or heavily restricted industries**

# 6. Create workforce bubbles

| Requirements | Action |
| --- | --- |
| 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. | Adjust rosters (staff and referees) and develop procedures to ensure workers do not work across multiple sites.<br>Referee committee to implement and advise procedures to reduce large gatherings of referees in one area. |
| 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. | N/A |

## If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.