

# COVID Safe plan

## Our COVID Safe Plan

Business name:	City of Kingston – Waves Leisure Centre
Site location:	111 Chesterville Road, Highett
Contact person:	Michael Eddington, Centre Director
Contact person phone:	03 9581 7111 / 0400 905 761
Date prepared:	28 July 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Covid Marshal</b>	
<b>Promote and monitor COVIDsafe practices throughout the facility</b>	<ul style="list-style-type: none"> <li>Subject to a density quotient of 1 person per 4 sqm a COVID Check-in Marshal will be at the entrance of Waves Leisure Centre to assist members, learn to swim participants and patrons to scan the mandatory QR code</li> <li>All Staff will assist in the promotion and monitoring of COVIDsafe practices throughout the facility</li> <li>The Centre Director will meet with key personal regularly to consult and review COVIDsafe practices and processes</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Facility Use / Density</b>	
<b>Ensure facility meets density requirements</b>	<ul style="list-style-type: none"> <li>Waves Leisure Centre totals approximately 4,293m<sup>2</sup> of indoor public space comprising of:               <ul style="list-style-type: none"> <li>50m pool 1,341m<sup>2</sup></li> <li>Leisure Pools, including Spa, Sauna and Steam 1,575m<sup>2</sup></li> <li>Male Change Rooms 155m<sup>2</sup></li> <li>Female Change Room 153m<sup>3</sup></li> <li>Family Change Rooms 55m<sup>3</sup></li> <li>323m<sup>2</sup> reception, administration, retail and creche</li> <li>300m<sup>2</sup> gymnasium</li> <li>240m<sup>2</sup> group fitness rooms</li> </ul> </li> </ul> <p>Based on 4m<sup>2</sup> and the maximum capacity per space the following limits apply:            Zone 1 – 50m pool, 100 patrons            Zone 2 – Leisure Pools 100 patrons            Zone 3 – Gymnasium and Group Fitness 100 patrons</p> <p>Spa, Sauna and Steam room areas have capacity limits of:</p> <ul style="list-style-type: none"> <li>Top Spa 8 people</li> <li>Bottom Spa 4 people</li> <li>Sauna 4 people</li> <li>Steam room 4 people</li> </ul> <ul style="list-style-type: none"> <li>Portsea room has a capacity limit of 10 people</li> <li>Creche has a capacity limit of 25 people</li> <li>Group Fitness classes will also fall under a cap of 10 patrons per class</li> </ul>
<b>Tracking Centre Usage</b>	<ul style="list-style-type: none"> <li>The Vemcount door counter system will be utilised and visible by staff by means of tracking capacity limits in the centre. Alerts will be configured if the centre capacity is within 30 patrons</li> <li>Regular headcounts are performed by operations team throughout the facility to monitor centre capacity.</li> </ul>

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	<ul style="list-style-type: none"> <li>If Centre reaches capacity, procedures will be in place to close access to the facility until patronage decreases below this limit. EG One in, one out scenario</li> </ul>

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<b>Hygiene</b>	
<b>Provide and promote the wearing of facemasks while utilising the facility</b>	<ul style="list-style-type: none"> <li>Current restrictions require to wear facemasks indoors unless DHHS exemptions apply</li> <li>Signage has been placed at front entry and throughout the facility advising of the need to wear facemasks indoors unless DHHS exemption applies</li> <li>Facemasks are available upon entry and throughout the facility</li> <li>All staff have access to facemasks</li> <li>Learn to Swim Teachers, Lifeguards, and those staff completing high intensity work are exempt from wearing facemasks, however if unable to socially distance, must put a mask on.</li> </ul>
<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.</b>	<ul style="list-style-type: none"> <li>Hand Sanitiser has been provided:</li> <li>To all workstation, administration, staff spaces / areas on each floor;</li> <li>Adjacent to the lift areas on all floors; and</li> <li>At the entry and exit points on the ground floor.</li> <li>Various locations throughout the centre</li> <li>All staff have been provided with written guidance via email on hand sanitising and good hygiene practices. Hygiene posters have been placed in all bathrooms.</li> <li>Waves Leisure Centre holds a dedicated store room with additional sanitisation and cleaning products for immediate use as required</li> </ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"> <li>Windows generally do not open in this building. Where windows open, they will be opened if practical to do so.</li> <li>Air Handling Contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved.</li> </ul>
<b>In areas or workplaces where it is required, ensure all staff wear required PPE.</b>	<ul style="list-style-type: none"> <li>All staff are required to have a face mask on there persons at all times</li> <li>All staff conducting first aid and in close proximity are to utilise face masks as part of their PPE</li> <li>Disposable masks are accessible at the workplace. Cloth masks made to DHHS specification have been allocated to all staff.</li> <li>Rubbish bins available to dispose masks when required</li> <li>Disposable gloves are accessible at the workplace for cleaning and other required tasks.</li> <li>Waves Leisure Centre holds supply of disposable masks and other PPE equipment as required.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>All staff have been provided with written guidance via email and have been advised to familiarise themselves with these instructions for the correct use of masks or face covering. An instructional video has also been shared <a href="http://kingintra.kingston.vic.gov.au/News-Info/COVID-19">http://kingintra.kingston.vic.gov.au/News-Info/COVID-19</a></li> <li>Surgical masks are for single use. KN95 masks are for single day use. Disposable masks can be disposed of in regular rubbish bins in accordance with DHHS guidance material.</li> <li>Cloth masks are to be washed in accordance with manufacturer's instructions outlined on the manufacturer's brochure provided with the mask.</li> <li>All staff have been provided with written guidance via email on good hygiene practices. Hygiene posters have been placed in all bathrooms.</li> <li>All staff have undertaken online covid safe module, with Duty Supervisors and permanent employees undertaking infection control module via Australia Government site</li> </ul>
<b>Replace high-touch communal items with alternatives.</b>	<ul style="list-style-type: none"> <li>Managers, Team Leaders, Supervisors to eliminate or reduce where possible the use of high-touch communal items.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<ul style="list-style-type: none"> <li>Additional roaming cleaning and disinfecting including common touchpoints.</li> <li>Overnight cleaning program by contracted Cleaning Company (Quayclean Australia)</li> <li>Staff access to own PPE when required EG Bumbags and Facemasks, minimise communal items</li> <li>Quayclean Australia to be engaged for deep covid clean of the facility if advised</li> </ul>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant</b>	<ul style="list-style-type: none"> <li>Waves Leisure Centre holds stock of appropriate cleaning supplies and has relationships with several suppliers to ensure adequate supply</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing</b>	
<b>Establish a system recording all attendances to Waves Leisure Centre</b>	<ul style="list-style-type: none"> <li>All adult visitors including staff and contractors to log in and register their attendance when onsite via QR code system</li> <li>Concierge Staff will be assigned to assist in the check in process for that enter the facility</li> <li>All contractors are to sign in and out of the VPASS system upon attending site</li> <li>All staff are to login to HumanForce when attending site, either via personal device or kiosks throughout the Centre</li> </ul>
<b>Employers cannot require employees to work when unwell.</b>	<ul style="list-style-type: none"> <li>Employees who are unwell have been directed not to come into the workplace and encouraged to get tested.</li> <li>Signage throughout the centre advising of if unwell to stay home</li> </ul>
<b>Configure communal work areas so that there is no more than one worker per two square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	<ul style="list-style-type: none"> <li>Signage has been placed on meeting room doors to indicate the capacity of meeting rooms.</li> <li>Screens/Barriers have been installed at the concierge counter and customer service counters. Signage is in place in all work areas encouraging staff to practice social distancing</li> <li>An assessment was conducted on Council furniture/workstations which confirmed workstations are larger than 1.5m mean re-arrangement of side-by-side workstations was not required.</li> </ul>
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation point</b>	<ul style="list-style-type: none"> <li>Floor markings have been applied in high traffic areas at the entry and exit to the building.</li> <li>Floor markings have been applied to elevator/lifts.</li> <li>Signage throughout the Centre encouraging physical distancing</li> </ul>
<b>Modify the alignment of workstations so that employees do not face one another.</b>	<ul style="list-style-type: none"> <li>Workstations have been modified or removed to ensure distancing between workstations</li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>Training material and Information has been distributed to staff via emails, kNet, staff meetings, toolbox sessions and other information sessions.</li> <li><a href="http://kingintra.kingston.vic.gov.au/News-Info/COVID-19">http://kingintra.kingston.vic.gov.au/News-Info/COVID-19</a></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<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>	<ul style="list-style-type: none"> <li>All adults visitors are to sign in via QR code system on their personal device or via check in station upon entry</li> <li>All contractors / visitors to the building must also follow entry procedures including sign in / out of VPASS system</li> </ul>

Guidance	Action to ensure effective record keeping
<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>• If an incident, near miss or hazard, is identified in the workplace you must do the following:</li> <li>• Step 1: Ensure the welfare of the individual(s) and, if an emergency, call 000</li> <li>• Step 2: Notify your direct manager/supervisor               <ul style="list-style-type: none"> <li>◦ Note: If the incident is a confirmed Covid-19 case the Manager <u>must immediately</u> contact Richard Frazer, Dan TeHennepe or Skip Fulton and wait for instruction.</li> </ul> </li> <li>• Step 3: Report the incident or hazard 24/7 by contacting 1800 264 368</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>• Business Impact Analysis has been reviewed because of the COVID-19 pandemic.</li> <li>• The Business Continuity Plan has been activated. The Business Recovery Team is meeting at least weekly.</li> <li>• Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.</li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Business Recovery Team has identified key contacts in Council to assist DHHS with contact tracing.</li> <li>• Manager Community Buildings - Building access records</li> <li>• Manage People Support - Reporting lines, Personal contact information</li> <li>• Manager Information Services and Strategy - Meeting schedules / Calendars</li> <li>• Departmental Managers – specific staff and visitor records relevant to the provision of applicable service delivery</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>• A panel of cleaning companies has been organised with capability to deliver a clean in accordance with DHHS standards.</li> <li>• Current cleaning contractor has been awarded for Waves Leisure Centre, with expertise in delivering service.</li> <li>• The Business Recovery Team directs the cleaning to take place and this is implemented by the Manager Community Buildings.</li> <li>• The Business Recovery Team may require a post-clean evaluation or validation to be undertaken prior to allowing persons to re-enter the workplace.</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>• The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case.</li> <li>• The Decision Making Process provides for escalation to the Executive and direction to the applicable Managers for implementation of the response.</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>• All communications relating to business continuity including changes to Council programs, services and team re-locations and employment conditions will be co-ordinated, and subsequently communicated, through the Business Recovery Team.</li> <li>• For any staff, contactors, visitors deemed to be a close contact, based on advise from DHHS, those persons will be contacted by the relevant Manager at the direction of the Business Recovery Team.</li> <li>• For any staff, contactors, visitors deemed to be a close contact, based on advise from DHHS, those persons may have their contact details provided to DHHS to assist in contacting tracing activities.</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>• The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case.</li> <li>• The Business Recovery Team will direct the Health and Safety Team to make notification to WorkSafe Victoria.</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>• The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case.</li> <li>• The Business Recovery Team will, to the maximum extent possible, seek guidance from key stakeholders including DHHS and WorkSafe Victoria, to make an informed decision about the re-opening of any workplace.</li> </ul>

### COVID Safe Plan Approval

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

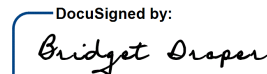
**Name:** Michael Eddington  
**Position:** Centre Director – Waves  
**Date:** 28/07/21  
**Signature:**

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### COVID Safe Plan Endorsement

I acknowledge I understand this COVID Safe plan has been developed to comply with the requirements published in accordance with the Public Health and Wellbeing Act 2008 and the Manager of Department approving this plan is directed to take appropriate measures to implement this COVID Safe plan in the workplace.

**Name:** Bridget Draper  
**Position:** Manager Active Kingston  
**Date:** 28/07/2021  
**Signature:**

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