

COVIDSafe Plan

Business:	Kingston City Council (ABN 80 640 377 247)
Workplace	Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by	Centre Director - Waves
Date Reviewed	Thursday, 21 April 2022
Acknowledgement	Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page	1 of 7



City of
KINGSTON

1. Document how you will manage a COVID-19 case at your business

Requirement:

Workers must get tested at the first sign of symptoms.

If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible.

When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.

Visit [coronavirus.vic.gov.au/case-workplace](https://www.coronavirus.vic.gov.au/case-workplace) for the latest information and advice, and resources to help you manage the situation.

If you need help with any of the steps, call the Department of Health on 1300 651 160.

Action: Do your workers know to get tested and isolate at the first sign of symptoms?

- All staff are encouraged to get tested if they are experiencing any COVID-related symptoms. Department of Health advise these symptoms include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss or change in sense of smell or taste. Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.
- All staff are required to remain at home if they are experiencing any COVID-related symptoms, unless they can show a negative COVID test result.
- Creche Staff will have access to Rapid Antigen Testing kits and are recommended to undertake these twice weekly
- If staff are able to work from home, they are able to do so whilst they are awaiting the result of their COVID test.
- If staff are unable to work from home, they are able to access personal leave whilst they are awaiting the result of their COVID test. Staff who do not have an available personal leave balance available, may be able to access financial assistance provided by the Victorian State Government. The details of this program can be found at: <https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19#worker-support-payment>

Action: Who will identify workplace contacts?

- Council's Business Continuity Plan was activated in March 2020.
- The Pandemic Response Officer (Skip Fulton) is dedicated to managing the activities under the Business Continuity Plan.
- The Business Recovery Team is chaired by the General Manager Corporate Services (Tony Ljaskevic) and meets on a regular basis as required by the changing circumstances of the pandemic.
- The Pandemic Response Officer (Skip Fulton) and/or other delegates of the Business Recovery Team will liaise with Managers and Team Leaders, including Building Managers, to identify workplace contacts.

Action: Who will notify workplace contacts and advise on actions to follow?

- Workplace contacts will be notified by their Manager and/or Team Leader.
- Workplace contacts will be provided with direction and guidance on the actions they are required to follow.

COVIDSafe Plan

Business: Kingston City Council (ABN 80 640 377 247)
Workplace Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by Centre Director - Waves
Date Reviewed Thursday, 21 April 2022
Acknowledgement Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page 2 of 7



City of
KINGSTON

Action: Who will notify your health and safety representative?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- The Business Recovery Team provides all relevant information to the Health and Safety Team so all workplace exposures are logged in SolvSafe.
- The Health and Safety Team provide a regular summary of all safety incidents (including COVID positive exposures) to applicable Health and Safety Representatives.
- The Health and Safety Team attends all OHS Committees to provide information about COVID positive exposures and answer questions from Committee members and Health and Safety Representatives.

Action: Who will document the actions taken?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- The Business Recovery Team OneNote is used to track all case information including the actions taken.
- The Business Recovery Team provides all relevant information to the Health and Safety Team so all exposures are logged in SolvSafe. This includes the information from the Business Recovery Team OneNote outlining the actions taken.

Action: Who will notify the Department of Health?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- There are certain criteria when it is necessary to notify the Department of Health of confirmed cases in a Council workplace.
- The Pandemic Response Officer (Skip Fulton) and/or other delegates of the Business Recovery Team will notify the Department of Health when these criteria are met.

Action: What will your business do if you or your workers need to isolate?

- Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.
- Staff required to isolate because of having COVID or being exposed to a positive COVID case will be supported to meet the isolation requirements outlined by the Department of Health.
- Services will be reduced if required to ensure Waves Leisure Centre operates with appropriate staffing levels

COVIDSafe Plan

Business:	Kingston City Council (ABN 80 640 377 247)
Workplace	Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by	Centre Director - Waves
Date Reviewed	Thursday, 21 April 2022
Acknowledgement	Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page	3 of 7



City of
KINGSTON

2. Make sure workers are fully vaccinated if working outside their home

Requirement:

To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption.

If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.

Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

Action: Who will check the vaccination status of your workers?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- The Health and Safety Team will review the evidence provided by all staff to validate their vaccination status.

Action: How will you manage the records of vaccination status?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- The vaccination status of a staff member can only be accessed by:
 - The individual staff member;
 - The applicable Supervisor, Team Leader and Manager;
 - The Health and Safety Team; and
 - The HR Services Team.

Action: If your business operates across multiple sites, how will the records be managed — centrally or by location?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- All vaccination status records are centrally managed.

COVIDSafe Plan

Business: Kingston City Council (ABN 80 640 377 247)
Workplace Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by Centre Director - Waves
Date Reviewed Thursday, 21 April 2022
Acknowledgement Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page 4 of 7



City of
KINGSTON

3. Make sure customers check in and are vaccinated if required

Requirement:

Register a Victorian Government QR Code for each workplace at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service

Businesses must display Victorian Government QR Code posters at each public entrance to the premises (both indoor and outdoor) and at points of sale (in a retail or food and drink premises).

Make sure everyone checks in.

- If someone cannot check themselves in, the Service Victoria Kiosk check-in service allows businesses to use their smartphone, tablet or computer to check people in.
- Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.

For information on:

- customer vaccination requirements, visit coronavirus.vic.gov.au/sector-guidance
- how to check customer vaccination status, visit coronavirus.vic.gov.au/checking-customers-vaccination-status

Note:

Effective 11:59pm Friday 22 April it is no longer a requirement under the Pandemic Orders for a person to check-in using the Service Victoria app or to demonstrate their vaccination status when entering a Council building.

COVIDSafe Plan

Business:	Kingston City Council (ABN 80 640 377 247)
Workplace	Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by	Centre Director - Waves
Date Reviewed	Thursday, 21 April 2022
Acknowledgement	Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page	5 of 7



City of
KINGSTON

4. Record keeping

Requirement:

In addition to records on worker vaccination information and QR Code processes, businesses are required to maintain detailed records of worker attendance, areas of work and contact details.

Visit coronavirus.vic.gov.au/covidsafe-workplaces for the latest information and advice.

Consider alternative record keeping methods if you lose power or wi-fi access.

Action: Who will keep records up to date?

- Individual Managers and Team Leaders maintain information for their staff including their attendance at the workplace and the locations at which they work.
- The Business Recovery Team liaises with the Community Buildings Manager and/or delegate to obtain extracts as required from the building access control systems (security swipe system) as well as CCTV. These may be used to assist in identify staff access to and movements in Council Buildings.
- The contact details for all staff, including personal and emergency contact information is maintain in MyConnect directly by the staff.

5. Wear face masks to reduce the risk of COVID-19 transmission

Requirement:

Ensure all workers follow the current face mask requirements.

Visit coronavirus.vic.gov.au/face-masks-when-wear-face-mask for the latest information and advice.

In settings where face masks are required, businesses and venues must display face mask posters at each public entrance. These are available at coronavirus.vic.gov.au/signs-posters-and-templates.

For information on sectors requiring additional Personal Protective Equipment (PPE) obligations, visit coronavirus.vic.gov.au/sector-guidance for the latest information and advice.

Action: Do workers know the face mask requirements for your business?

Note:

Effective 11:59pm Friday 22 April it is no longer a requirement under the Pandemic Orders for a person to wear a mask in a Council building. Council recommended persons in Council buildings consider using a face make when they are unable to physically distance.

COVIDSafe Plan

Business:	Kingston City Council (ABN 80 640 377 247)
Workplace	Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by	Centre Director - Waves
Date Reviewed	Thursday, 21 April 2022
Acknowledgement	Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page	6 of 7



City of
KINGSTON

6. Improve indoor air quality

Requirement:

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.

Action: Can doors and/or windows be opened?

- Windows generally do not open in Council Buildings. Where windows open, they will be opened if practical to do so.
- The air handling contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved and set to optimise the inflow of fresh air. Windows should not be opened unless directed by the Community Buildings team as this can adversely affect the flow of fresh air through the air handling system.

Action: Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?

- The Air Handling contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved and set to optimise the inflow of fresh air.
- Waves Leisure Centre Operates on 100% fresh air intake through the HVAC system

Action: Do you regularly service your HVAC systems including upgrading filters?

- The air handling systems at Council Buildings are managed by the Community Buildings team. These systems are maintained by an external contractor.
- Maintenance is performed on a scheduled basis to ensure regularly servicing. Additional servicing or maintenance is managed by the Community Building team as issues are identified or feedback is received.

Action: Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?

- In Council buildings where it is not possible to optimise the inflow of fresh air using the air handling system, portable air purifiers may be deployed.

COVIDSafe Plan

Business: Kingston City Council (ABN 80 640 377 247)
Workplace Waves Leisure Centre, 111 Chesterville Rd, Highett VIC 3190
Approved by Centre Director - Waves
Date Reviewed Thursday, 21 April 2022
Acknowledgement Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
Page 7 of 7



City of
KINGSTON

7. Practice good hygiene and physical distancing

Requirements

Businesses should be aware of any rules that limit the number of people on a work premises.

Soap and hand sanitiser should be available for all workers. Encourage regular handwashing.

Visit coronavirus.vic.gov.au/how-we-work-current-restrictions for the latest information and advice.

Action: Are there any limits on the number of customers or workers currently in force for your sector?

- There are no capacity limits or density limits in this building.
- There are no capacity limits or density limits for any floor or any meeting room in this building.

Action: Are wash stations easily accessible and adequately stocked?

- Soap is available in all bathrooms in this building.
- Soap and washing supplies are available in all kitchenettes in this building.

Action: Can everyone access sanitiser when they arrive?

- Hand sanitiser is available at all building entrances.
- Council provides the following to all staff to clean their own workstations, including compete and phone equipment:
 - Hand Sanitiser.
 - Disinfectant wipes.
 - Disposable gloves and masks.