

# COVIDSafe Plan

Business: Kingston City Council (ABN 80 640 377 247)  
Workplace: Waves Leisure Centre  
Prepared by: Michael Eddington, Centre Director Waves Leisure Centre  
Approved by: Bridget Draper, Manager Kingston Active  
Date Reviewed: Thursday 23 December 2021  
Acknowledgement: Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Workplace Directions issued by the Chief Health Officer pursuant to the Public Health and Wellbeing Act 2008 (Vic). Manager of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.  
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## 1. Physical distancing.

**Requirements: Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace.**

### Action:

- The Directions as issued by the Chief Health Officer no longer mandate persons in the workplace to be 1.5m apart.
- Staff are encouraged to physically distance by 1.5m as much as is reasonably practical. This applies both indoors and outdoors.
- Promotion of physical distancing via signage throughout the facility
- Set up and promote the use of outdoor spaces to encourage social distancing
- Managers and Team Leaders will adjust work practices to minimise the number of staff in the workplace whilst ensuring the operational requirements Council are met.
- Managers and Team Leaders are empowered to implement flexible working protocols to stagger start times where required to minimise the number of staff in the workplace.

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

### Action:

- Council has provided instruction to staff on physical distancing whilst working and socialising through a combination of:
  - COVIDSafe online training package is completed by all staff.
  - Face-to-face and online training sessions
  - Provision of online training videos
  - On the COVID page on Knet.

## 2. Face coverings.

**Requirements: You must ensure all workers and public adhere to current face mask requirements.**

### Action:

- The Directions issued by the Chief Health Officer mandate all persons over the age of 8yrs utilising the facility to wear a face covering when entering or utilising Waves Leisure Centre unless a lawful exemption applies.
- Disposable face masks will be made available to the public upon entering the facility if required. Staff have access to facemasks throughout the facility within the administration space and staff only areas.

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- It is acknowledged when determining if staff are a workplace close contact in the event a confirmed COVID case enters the workplace, the isolation period for staff may be different if they were wearing a mask or not.
- Staff performing first aid may utilise masks as part of their personal protective equipment while undertaking this task
- Waves Leisure Centre has an accessible a supply of disposable masks.

**Requirements: You should provide staff training, instruction and guidance on how to correctly fit, use and dispose of PPE.**

## Action:

- Council has provided instruction to staff on the use of re-usable masks through a combination of:
  - COVIDSafe online training package is completed by all staff.
  - Face-to-face training sessions
  - Provision of online training videos
  - In the manufacturer's instruction sheet accompanying distribution of the re-usable masks.
  - On the COVID page on Knet.

## 3. Hygiene

**Requirements: You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails**

## Action:

- Waves has in place a combination of the following:
  - a dedicated cleaner on-site during working hours performing a roaming service of general cleaning activities; and high touchpoint cleaning activities; and
  - A regular full overnight cleaning service.
- Waves provides the following to all staff to clean their own workstations, including compete and phone equipment:
  - Hand Sanitiser.
  - Disinfectant wipes.
  - Disposable gloves and masks
- Additional disinfectant cleaning wipes and sanitiser has been placed throughout the Gym and Group Fitness room settings
- Patrons utilising Gymnasium and Group Fitness classes are required to clean down equipment between uses with the disinfectant wipes supplied

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- Users to the Gymnasium must carry and utilise a sweat towel at all times as a condition of entry to this space.
- Additional cleaning of shared exercise equipment is carried out throughout the day and at the end of each class by users and staff

**Requirements: You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing**

## Action:

- Soap is provided:
  - In all toilets/bathrooms
- Hand Sanitiser is provided
  - Through all office spaces
  - Pool areas
  - Gym and Group Fitness Spaces
  - Changes rooms
  - At the entry and exit points to the facility
- All staff have been provided with written guidance via email on hand sanitising and good hygiene practices.
- COVIDSafe online training package is completed by all staff.
- Hygiene posters have been placed in all bathrooms.
- A supply of additional sanitiser is available within the cleaning storage cupboard at Waves Leisure Centre

**Requirements: If your industry is subject to additional industry obligations, you may also be required to:**

- **ensure all areas where workers are working are cleaned at least once daily**
- **adhere to additional hygiene training requirements.**

## Action:

- Activities held at Waves Leisure Centre are not subject to additional industry obligations.
- A regular review of this COVIDSafe plan will be undertaken and updated with any additional industry obligations.

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

**Requirements: Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors.**

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## Action:

- A Service Victoria QR Code has been registered for Waves Leisure Centre covered by this COVIDSafe Plan.
- Posters and signage with the Service Victoria QR Code is placed at entry points at Waves Leisure Centre
- The facility has Service Kiosks available to assist members of the public to Check In
- Staff have been deployed as a concierge to assist and check all staff, contractors and public have checked in and meet all entry requirements
- All staff are to also log in via HumanForce roster software system when attending a shift in the workplace– this allows quick tracing of staff movements
- All Contractors are to also check in via VPASS system, allowing quick reporting for contractors attending the premises
- Information shared with all staff, via kNet and email, on how to download and use the Service Victoria App.

**Requirements: Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates**

## Action:

- Waves Leisure Centre have dedicated concierge staff to operate as a check in marshal. Staff are to check all staff, contractors and public they have checked into the facility and meet all entry requirements including vaccination status.

**Requirements: You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact.**

## Action:

- 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.
- 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:

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<https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19#worker-support-payment>

**Requirements: You must develop a business contingency plan to manage any outbreaks.**

## Action:

- Council's Business Continuity Plan was activated in March 2020.
- The Risk and Safety Management 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.
- Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.
- The Business Recovery Team has protocols in place to:
  - Respond in the circumstances of staff reporting they are a positive case;
  - Respond in the circumstances of Council being advised of a positive case having been in a Council workplace.
  - Undertaken contact tracing to identify close contacts in the Council workplace.
  - Undertake a clean once Council has been advised of a positive case having been in a Council workplace.
  - Make notification to WorkSafe Victoria if Council has been advised of a positive case having been in a Council workplace.
  - Cease and/or close Council services or workplaces as may be directed by DHHS.
  - Commence and/or re-open Council services or workplaces following notification from DHHS.
- Documented procedures have been developed specifically for Waves Leisure Centre to gain access to attendance reports of the facility to expediate contact tracing including:
  - Staff attendance reports through Humanforce Roster System
  - Contractor attendance reports through V-PASS system
  - Member attendance reports through LINKS facility management software
  - Program and Learn to Swim attendance reports through LINKS facility management software
  - Schools and large user groups will be required to keep records of their group attendance and provide to Waves if required
- Quayclean Australia has been engaged as cleaning contractors for Waves Leisure Centre. Quayclean Australia have provided appropriate brief of requirements of deep cleaning the facility to DHHS standards should this be required at any stage.

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## 5. Enclosed spaces and ventilation

**Requirements: You should reduce the time workers spend in enclosed spaces.**

**Action:**

- Windows generally do not open at Waves Leisure Centre.
- Ventilation in the pool hall of Waves Leisure Centre is 100% fresh air intake, with other spaces within individual HVAC units utilised to increase ventilation as required.
- Managers and Team Leaders will adjust work practices to minimise the number of staff in the workplace whilst ensuring the operational requirements Council are met.
- Managers and Team Leaders are empowered to implement flexible working protocols to stagger start times where required to minimise the number of staff in the workplace.

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## 6. Workforce bubbles

**Requirements: You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical.**

### **Action:**

- Due to the operational nature of the facility, and minimum staffing requirements to open the facility, workforce bubbles are not feasible for operational teams
- Managers and Team Leaders will adjust work practices to minimise the number of staff in the workplace that have the ability to undertake their work from home, whilst ensuring the operational requirements are met.
- Managers and Team Leaders are empowered to implement flexible working protocols to stagger start times where required to minimise the number of staff in the workplace.

**Requirements: If your industry is subject to additional industry obligations, you may also be required to:**

- **limit or stop workers working across multiple sites where practical; and**
- **keep records of workers who are working for different employers across multiple premises**

### **Action:**

- Activities held at Waves Leisure Centre are not subject to additional industry obligations.
- A regular review of this COVIDSafe plan will be undertaken and updated with any additional industry obligations.

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## 7. Vaccination Requirements

- Waves Leisure Centre covered by this COVIDSafe Plan is considered Physical Recreation premises under the Open Premises Directions and are subject to mandatory vaccination requirements.
- The following persons may access Waves Leisure Centre covered by this COVIDSafe plan as follows:

### Workers (staff, contractors or volunteers)

- who have:
  - who have been double vaccinated; or
  - who hold a valid exemption providing authorised evidence

### Members of the Public

who have been double vaccinated; or

- who hold a valid exemption providing authorised evidence as set out under the directions; or
- who are attending for the purposes of a learn to swim lesson provided by Waves Leisure Centre; or
- for the purposes of supervising a child attending a swim lesson.
- All visitors over 18 years of age must provide proof of vaccination as a condition of entry.

For the latest information on restrictions in Victoria, visit <https://www.coronavirus.vic.gov.au/>

## Appendix 1: Council Buildings / Workplaces

The following Council Buildings / Workplaces are covered by this plan:

Accountable Manager	Location	Address
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