

# COVIDSafe Plan

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30 September 2020

This COVIDSafe Plan has been developed to support the Mornington Bowling Club to safely reopen, maintain a COVIDSafe facility and prepare for a suspected or confirmed case of coronavirus (COVID-19) at the Club.

## **Compliant with public health direction:**

- The Club is located on the Esplanade, Mornington in metropolitan Melbourne and has a COVIDSafe Plan.
- This COVIDSafe Plan was developed in consultation with the Board on behalf of members.
- The Club will appoint a COVID Safe Officer supported by volunteer COVID Marshalls.
- The Club will obtain permission from the Mornington Peninsula Shire to reopen when the Victorian Governments Stage 4 restrictions are eased or lifted.
- In addition to completing this COVIDSafe Plan, the Club will continue to meet our obligations under the Occupational Health and Safety Act 2004.
- The Club will comply with a request to present or modify our COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

## **The Club is not in a high-risk industry**

The Club's responsibilities:

This COVIDSafe Plan is grouped into five COVIDSafe principles, as follows;

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if a member or visitor becomes unwell
5. Avoid interactions in enclosed spaces

The Club will implement the actions below to meet the listed requirements.

## 1. Ensure physical distancing

**Requirements: The Club will ensure members and visitors are 1.5m apart as much as possible. This will be done by –**

- Displaying signs to show member and visitor limits at the entrance of enclosed areas where limits apply.
- Limiting the number of bowlers per rink and separating rinks by 1.5m.

**The Club will also consider:**

- Minimising the build-up of members and visitors waiting to enter and exit the Club's facilities.
- Allocating different gates and doors for entry and exit, if possible.
- Using non-adhesive floor markings at the Bar, Kitchen and Clubroom to provide minimum physical distancing guides.
- Reviewing delivery protocols to limit contact between delivery drivers, members and visitors.

**Action: The Club will implement the above requirements and initiatives.**

**Requirements: The Club will apply density quotient to configure shared areas and publicly accessible spaces to ensure that –**

- There is no more than one member or visitor per four square meters of available space indoors (Clubroom).

**Action: The Club's COVID Safe Officer and volunteer COVID Marshalls will monitor numbers and take any corrective action required to ensure compliance.**

The Club will provide information to members and visitors on physical distancing and hygiene expectations while practising, playing bowls and socialising.

**Action:** The Club will reinforce by messaging to members that physical distancing needs to be maintained during rollups, matches and during social interactions.

## 2. Wear a face covering

**Requirements:** The Club will ensure all members and visitors entering the Club wear a face covering as per public health advice. This includes –

- Ensuring members and visitors to the Club wear a face mask unless a lawful exemption applies.
- Providing appropriate Personal Protective Equipment (PPE) such as gloves to cleaning volunteer members that do not have their own.

**Action:** This requirement will be monitored by the Club's COVID Safe Officer and volunteer COVID Marshalls.

**Requirements:**

- The Club will provide guidance on how to correctly fit, use and dispose of PPE for members required to use industrial PPE (eg deep cleaning of facilities etc), if deemed necessary.
- The Club will inform members and visitors 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 replaced immediately.

**Action:** The Club will provide appropriate gloves to volunteer members assigned to cleaning duties.

## 3. Practise good hygiene

**Requirements:** The Club will frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as playing mats, jacks, chairs and table surfaces and doorknobs.

**The Club will:**

- 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 matches, if deemed necessary.

**Action:** The Club will implement a “good hygiene” program.

The Club will display a cleaning log in shared spaces such as toilets, bar, BBQ area, kitchen and clubroom.

**Action:** A cleaning roster and log will be established.

The Club will ensure soap and hand sanitiser is available for all members and visitors throughout the Club's facilities and encourage regular handwashing.

The Club will monitor supplies of cleaning products and regularly restock.

**Action:** The Club will implement the above practices.

## 4. Keep records and act quickly if member becomes unwell

**Requirements:** The Club will develop a contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a member or visitor being notified they are a positive case while at the Club's facilities, noting members or visitors who show symptoms or have been in close contact should NOT attend the Club until they receive their test results.

- Having a plan to identify and notify close contacts in the event of a positive case attending the Club during their infectious period.
- Having a plan in place to clean the Clubrooms (or part) in the event of a positive case.
- Having a plan to contact Mornington Peninsula Shire, DHHS (Department of Health & Human Services) and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if the Club has identified a person with coronavirus (COVID-19) at the Club.
- Having a plan in the event that the Club has been instructed to close by Mornington Peninsula Shire and/or DHHS.
- Having a plan to re-open the Club once agreed by Mornington Peninsula Shire and/or DHHS and notifying members.

**Action: The Club will develop a contingency plan.**

**Requirements: The Club will keep records of all people who enter the premises for contact tracing.**

- The Club will consider temperature checking.
- All members and visitors will be required to complete the sign-in sheets (name, mobile number, time in/out).
- The Club will consider installing the COVID Tracer application. Members/visitors can scan the QR code that records details and alerts the individual in the case of exposure to COVID 19. If installed this device will be optional.
- Encourage all members and visitors to have the Australian Governments COVID tracing app on their mobile device.
- Reinforcing the importance of not attending the Club if unwell.
- The Club will establish a process for notifying members and visitors about a positive coronavirus case at the Club.

**Action: The Club will continue to keep records of people entering the Club's facilities.**

## 5. Avoid interactions in enclosed spaces

**Requirements: The Club will reduce the amount of time members and visitors are spending in enclosed spaces. This could include –**

- Enabling members and visitors to take refreshments in outdoor environments.
- Moving as much activity outside as possible, including Club meetings, refreshment breaks (lunch/tea) and happy hour.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems.

**Action: The Club will implement the above requirements and initiatives.**

## Normal Operations

The Club will return to normal operations when the Victorian Government declares that **No** COVID 19 Restrictions apply in Metropolitan Victoria. The Club will obtain permission from the Mornington Peninsula Shire to reopen the Club's facilities to members and visitors.

The Club will continue to provide a safe environment for members and the general public to enjoy.

**This COVIDSafe Plan was developed by Bill McGuire, Vice Chairman – Mornington Bowling Club Inc.**

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