

COVIDSafe Plan

14 April 2021 – revision 1

This revised COVIDSafe Plan has been updated to support the Mornington Bowling Club to 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 and amendments have been agreed in consultation with the Board on behalf of members.
- The Club has a dedicated COVID Safe Officer (Bill McGuire) supported by volunteer COVID Marshalls.
- The Club will obtain permission from the Mornington Peninsula Shire to reopen after the Victorian Government declares its safe following any future lockdown period under its State of Emergency powers.
- In addition to reviewing 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 Clubs responsibilities:

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

1. Ensure physical distancing
2. Carry or wear a face covering if deemed necessary
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.

The Club will also consider:

- Using 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 two square meters of available space indoors (Clubroom).

Action: The Clubs Welfare Officers or their nominee/s 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 carry a face covering or wear a face covering, if required as per public health advice. This includes –

- Ensuring members and visitors to the Club carry a face mask.
- 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 Clubs Welfare Officers or their nominee/s.

Requirements:

- If required, the Club will provide training, instruction and guidance on how to correctly fit, use and dispose of PPE for members required to use PPE (eg cleaning facilities etc), if deemed necessary.
- In the event face masks are required to be worn, the Club will inform members and visitors of the new requirement.

Action: The training will be provided by the Clubs Welfare Officers or their nominee/s.

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 has implemented a “good hygiene” program.

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

Action: A cleaning roster and log has been established.

The Club will ensure soap and hand sanitiser is available for all members and visitors throughout the Clubs 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 has developed 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 Clubs 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.
- The plan utilises the QR code registration to identify and notify close contacts in the event of a positive case attending the Club during their infectious period.
- The plan includes the requirement to clean the Clubrooms (or part) in the event of a positive case.
- The Club will contact the 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.

- The Club would immediately notify WorkSafe Victoria on 13 23 60 if the Club has identified a person with coronavirus (COVID-19) at the Club.
- In that event the Club has been instructed to close by Mornington Peninsula Shire and/or DHHS advice.
- The Club communicates to members that we can re-open once agreed by Mornington Peninsula Shire and/or DHHS.

Action: The Club has developed 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, if deemed necessary.
- Up until Thursday 22 April 2021 the Club will maintain a dual record keeping system via QR code registration and sign-in sheets. This is subject to capacity limits both indoors and outdoors.
- Effective from Friday 23 April 2021 the QR code registration system will be compulsory and the only means to enter the facility.
- The Club will continue to reinforce the importance of not attending the Club if unwell.
- The Club has established 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 Clubs 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 –

- 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 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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