

COVIDSafe Plan

26 November 2021 – revision 6

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 Board is responsible for COVID Safe policies and is 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. Wear a face mask, 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
6. Mandatory COVID-19 Vaccination for members and visitors

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.

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 as required.

Requirements: The Club will apply density quotient to configure shared areas and publicly accessible spaces.

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 mask

Requirements: The Club will ensure all members that are handling food or drinks for other members or visitors wear a face mask at all times while undertaking these tasks. In accordance with public health advice, this includes –

- Ensuring members are aware of these restrictions.
- Providing appropriate Personal Protective Equipment (PPE) such as gloves and masks 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 (e.g. cleaning facilities etc), if deemed necessary.

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 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 and complete any mandatory quarantine requirements.
- The plan utilises the Service Victoria 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.

If there is a confirmed case of COVID-19 case at the Club we must:

Immediately

- Direct the member to return home and isolate immediately whether or not they have symptoms, and wait there for further instructions from the Victorian Department of Health.

- Complete the COVID -19 Notification Form (attached to this plan) and email to covidemployernotifications@dhhs.vic.gov.au. If the Department of Health has not contacted the club within in 24 hrs hours of notification call **1300 651 160**.
- Identify and notify other members who are contacts (but not patrons) that there is a positive case.
- Notify Worksafe Victoria on 13 23 60 and Mornington Peninsula Shire, DoH (Department of Health) and other relevant industry bodies

Within 24 hours:

- Complete the *Workplace risk assessment*.
- Use the *Contact **assessment and management guidance*** to identify close contacts and complete the ***Close contacts spreadsheet***
- Submit the ***Workplace risk assessment and Close contacts spread sheet*** by emailing covidemployernotifications@dhhs.vic.gov.au
- Notify identified close contacts –ask to quarantine and watch for symptoms.
- Deep-clean the building or areas identified in the Workplace risk assessment

The Club communicates to members that we can re-open once agreed by Mornington Peninsula Shire and/or DoH.

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.
- Effective from Friday 23 April 2021 the QR code registration system will be compulsory and the only means to enter the facility.
- For members and visitors who don't have a smart phone to check in with the QR code, a dedicated iPad loaded with the Service Victoria KIOSK App is available at the entrance to the club.
- A database of the Vaccination status of all Club Members is kept by the club.
- 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

6. Mandatory Vaccination

- Following a similar ruling by Mornington Peninsula Bowls Region (MPBR) the Mornington Bowling Club Inc. Board of Management has resolved, effective 29 September 2021, that in order to re-open the club following lockdown, all members and visitors will be required to show proof of 2nd COVID-19 vaccination or Medical Exemption Certificate.

Action: Members' vaccination status will be entered in the members Certification record of the Bowls Australia Bowslink database.

Action: COVID-19 Marshals will check visitors for double vaccination status on entry to the Club and will not allow access to any non-complying visitors.

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 the Board – Mornington Bowling Club Inc.

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