COVID-Safe Plan

Date: 1 March 2022
(Previous version of this COVID-Safe Plan dated 19 January 2022 is redundant).

Reviewed By:

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Kath Thom, Chief Executive Officer

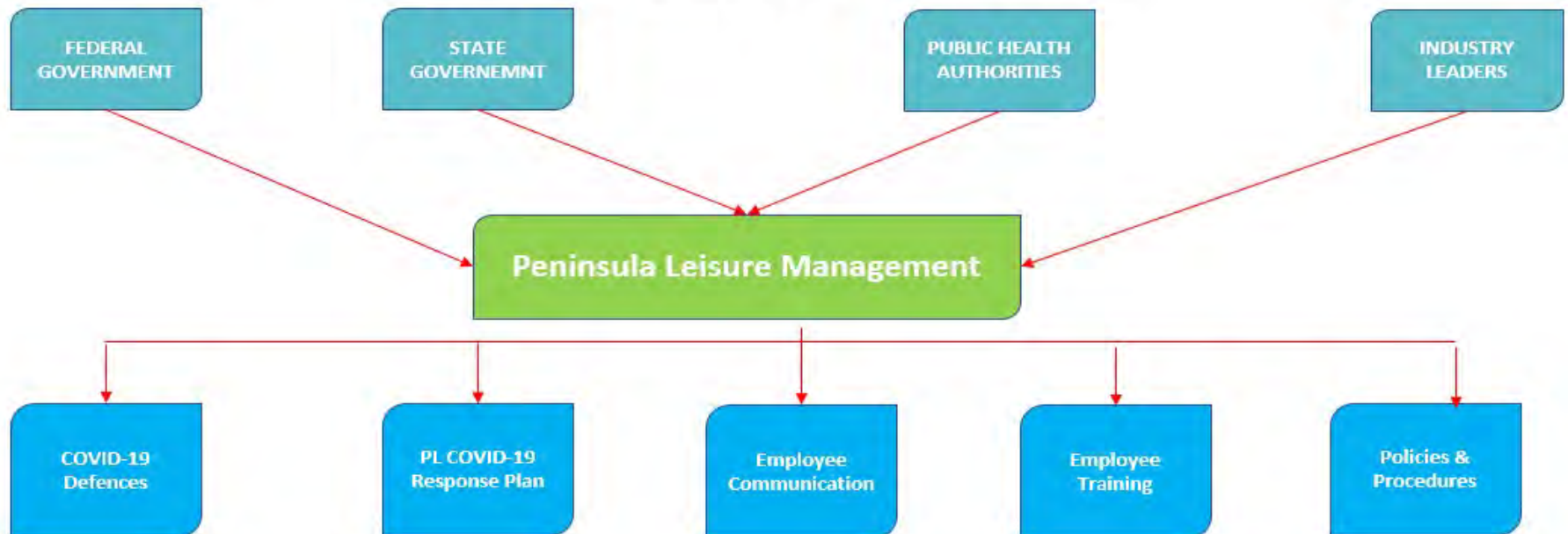**PENINSULA LEISURE**

Purpose, Scope & Overview

Peninsula Leisure values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

➢ The following plan provides information regarding the operation and service delivery model for Peninsula Leisure, specifically at Peninsula Aquatic Recreation Centre (PARC) and Pines Forest Aquatic Centre (PFAC), for the COVID-19 pandemic.

➢ The plan aims to provide specialists, managers, leaders and employees with practical advice, processes and steps to ensure a safe operation of facilities and adherence to all relevant government recommendations, directions and restrictions outlined.

COVID-Safe Practices

Peninsula Leisure Management will collate the information from Government, Public Health, Industry Leaders and Authorities. Relevant information will flow through to various parts of the business to adapt into practice. PL management oversee, monitor and implement restrictions, which ensures PL sites are up to date with COVID-19 information. Thus, providing employees with the facts and tools necessary to ensure a COVID-Safe environment for all.

PL COVID-Safe Process Overview

FEDERAL GOVERNMENT · STATE GOVERNEMNT · PUBLIC HEALTH AUTHORITIES · INDUSTRY LEADERS

Peninsula Leisure Management

COVID-19 Defences · PL COVID-19 Response Plan · Employee Communication · Employee Training · Policies & Procedures

COVID-Safe Principles

SOCIAL DISTANCING	FACE MASKS	HYGIENE	RECORD KEEPING	ENCLOSED SPACES

- **Social Distancing** → Density Quotient (DQ) limits <u>no longer apply;</u> however, employees and patrons should still practice social distancing wherever possible.
- **Face Masks** → PL will ensure all employees adhere to the current face mask requirements. Further info: <u>coronavirus.vic.gov.au/face-masks</u>
- **Hygiene** → Clean and disinfect shared spaces at regularly, including high-touch communal items. Further Info: <u>coronavirus.vic.gov.au/cleaning</u>
- **Record Keeping** → Victorian Government QR code in place and all people entering facilities to provide proof of vaccination or valid exemption (COVID Check-in Marshall).
- **Enclosed Spaces** → Reduce times employees work in enclosed spaces. Utilise outside spaces wherever possible.

Social Distancing – What PL will do?

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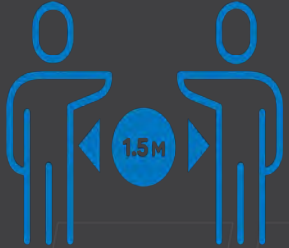
All people in the workplace must practice social distancing wherever possible and there should be no overcrowded areas. PL will ensure:

➢ Employees can work from home, if operational feasible, to reduce workplace numbers.

➢ Ensure all persons are always practising social distancing. Where this is not possible, the duration of the close contact should be minimised.

➢ To limit the total number of people in an enclosed area.

➢ Recommend no carpooling between employees unless there is no alternative mode of transport.

Face Masks – What PL will do?

Peninsula Leisure adheres to current restrictions outlined by the Victorian State Government. Face masks are required for employees working in the café and retail area. The following exemptions apply:

➢ A **<u>lawful reason</u>** applies (outlined in Pandemic Orders)

➢ A person is out of breath or swimming.

➢ **The responsibility for wearing a face mask rests with the individual.**

A fitted mask needs to be worn covering both your nose and mouth. ✔

You can wear a face shield with a fitted face mask. ✔

A fitted snood, Buff® or gaiter can be worn covering both your nose and mouth. ✔

There are two types of face masks you can wear: cloth masks and surgical masks.
- Cloth masks are made of washable fabric and can be washed and re-used.
- Surgical masks are single-use masks and **cannot** be washed or re-used.

You cannot wear a bandana or scarf on its own. ✘

You cannot wear a face shield on its own. ✘

You cannot wear a loose snood, Buff® or gaiter on its own. ✘

Hygiene & Cleaning – What PL will do?

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Peninsula Leisure undertakes regular cleaning of high-touch surfaces and encourages good hygiene practices by all employees, patrons and contractors. This includes:

➢ Schedule regular cleaning of high-touch surfaces (including shared equipment).

➢ Encourage regular hand washing and make hand sanitiser readily available throughout the Centre for all employees, patrons and contractors.

PLEASE KEEP YOUR HANDS CLEAN

1. Wet your hands.

2. Put soap on your hands.

3. Rub the soap over all parts of your hands for at least 20 seconds.

4. Rinse your hands under running water.

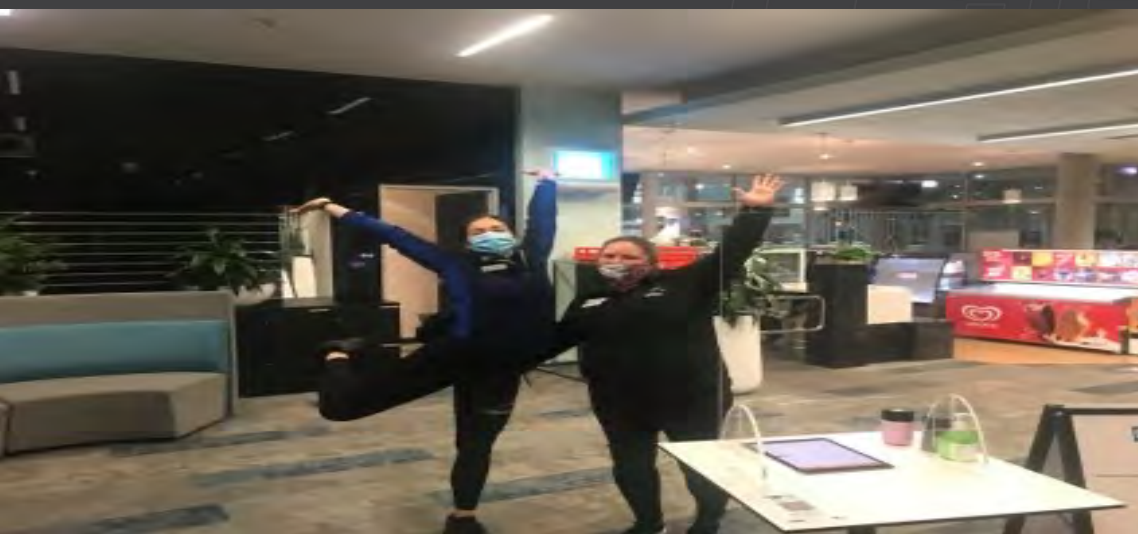5. Dry your hands thoroughly with disposable paper towel or hand dryer.

STOP SANITISE

Record Keeping – What PL will do?

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Peninsula Leisure has implemented the Services Victoria QR code and process to ensure all people entering facilities can check-in.

➢ PL will support any employee to stay home and get tested if they have symptoms.

➢ Have a plan in place to immediately respond if there is a confirmed case of COVID-19.

➢ COVID Check-In Marshall at entrance (whenever possible).

QR code signage and hand sanitising station at facility entrance points.

HAND SANITISING STATION

Enclosed Spaces – What will PL do?

Peninsula Leisure whenever possible will avoid interactions in enclosed spaces. This includes:

➤ Wherever possible work activities performed outside.

➤ Limit interactions between employees and patrons (e.g., contactless payments & physical barriers).

Employee is a confirmed case and worked while infectious.

➢ Employees who test positive and worked while infectious are required to notify their workplace (relevant manager/leader).

➢ PL will identify and inform other employees who are either low risk or workplace contacts (includes contractors, but not patrons), assessing the exposure risk.

➢ These employee contacts maybe required to:

    ➢ Monitor of symptoms, isolate and get tested if required; or

    ➢ Get a standard PCR test at a testing centre or complete a Rapid Antigen Test (RAT) and stay isolated until they return a negative result.

    ➢ May be requested to provide evidence to the workplace of a negative result before returning to work.

➢ Follow the instructions outlined in the detailed incident response SOP available on the common drive.

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Patrons or Employees who test positive, visited PL facilities while infectious and inform PL

➢ Employee informed to complete the *Notification of a Positive Case Template* and seek further information if required.

➢ Assess information about positive case using contact assessment matrix (see next page).

   ➢ If lower risk → identify possible exposed employees, notify them and request to monitor for symptoms. Complete a RAT if symptoms noticed.

   ➢ If workplace contact→ identify possible exposed employees, notify them, ask them to isolate and complete a RAT (or PCR test if RAT unavailable).

➢ PL will identify and inform other employees who are potential contacts (includes contractors, but not patrons).

➢ Follow the instructions outlined in the detailed incident response SOP available on the common drive.

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CONTACT ASSESSMENT AND MANAGEMENT MATRIX

Case = a confirmed or probable case of COVID-19.

Contact = any **staff member or contractor** who has contact with a confirmed or probable case of COVID-19 in a **non-household** setting.

EXPOSURE EVENT RISK ASSESSMENT

An exposure event is contact with a confirmed or probable case of COVID-19 during their infectious period.[1]

1. The business conducts a risk assessment for each exposure event using the contact assessment and management matrix.
2. Individuals are identified as workplace contacts or low risk. 3. Individuals must follow the testing requirements for their assessed level of risk (low risk or contact).

Lower risk exposure scenario:
Contact with a case in their infectious period that is:

- face-to-face (<1.5m) and transient (<1 minute)

OR

- distanced (>1.5m) and any duration in a large (>100m^2) indoor[2] or outdoors space

AND

- *does not meet the criteria for higher risk*

Higher-risk exposure scenario:
Contact with a case in their infectious period that is:

- face-to-face (<1.5m) and prolonged (>15 minutes)

OR

- direct physical contact (for example, shaking hands)

OR

- distanced (>1.5m) and very prolonged (>2 hours) in a small indoor space (<100m^2)

Lower risk	Workplace contact

Masks correctly worn by the case and contact lowers the risk of exposure. Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure.

QUARANTINE AND TESTING REQUIREMENTS

Lower risk	Monitor for symptoms and do a rapid antigen (RA) test if symptoms develop (or PCR if RA not available).
Workplace contact	A workplace contact must have a RA test if they have symptoms (or PCR if RA test not available) and isolate until a negative result is returned. Daily RA testing for 5 days after contact notification is strongly recommended. There are **no quarantine requirements** and contacts may return to work if they are asymptomatic and RA test (or PCR if RA test not available) is negative. If a RA test is positive, contacts must notify the department and isolate for 7 days. Contacts must also notify the workplace if they have been at work during their infectious period..

THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING

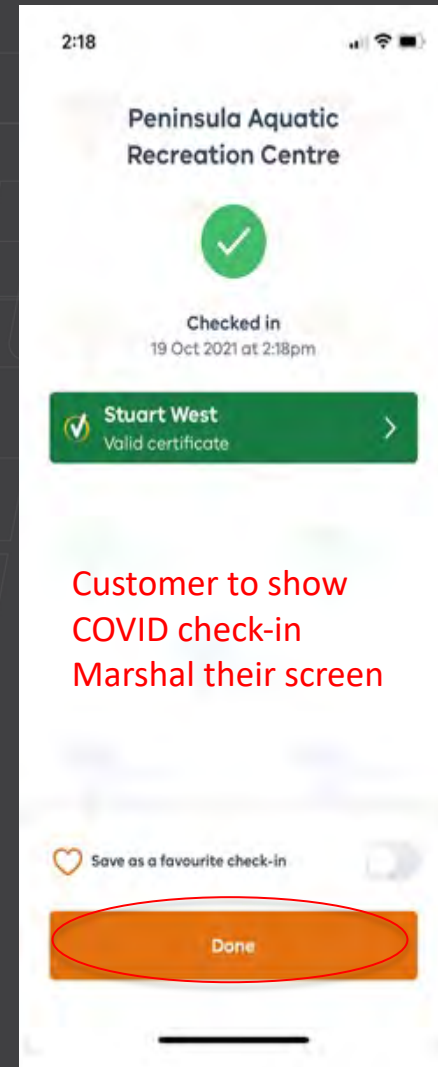➢COVID-19 Certificates are downloadable from the *'MyGov'* portal
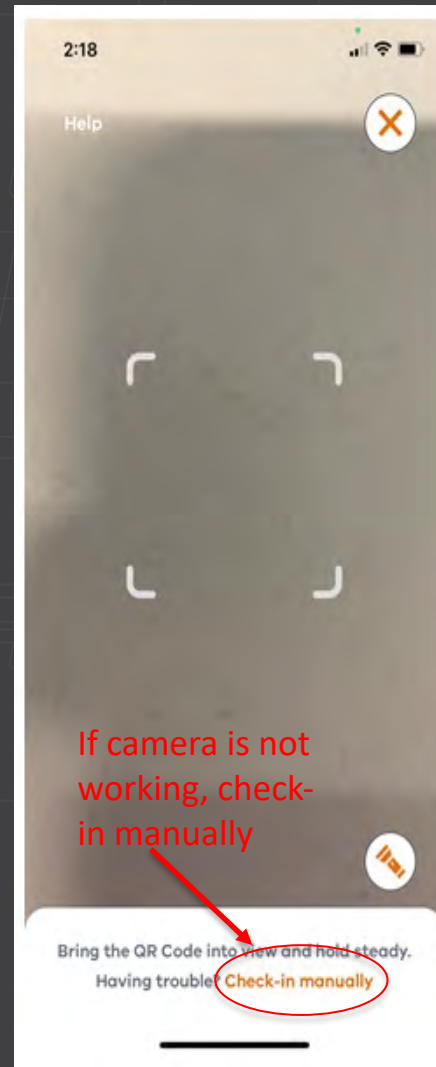

This individual has received all required COVID-19 vaccinations.

Entry QR Code Check-in

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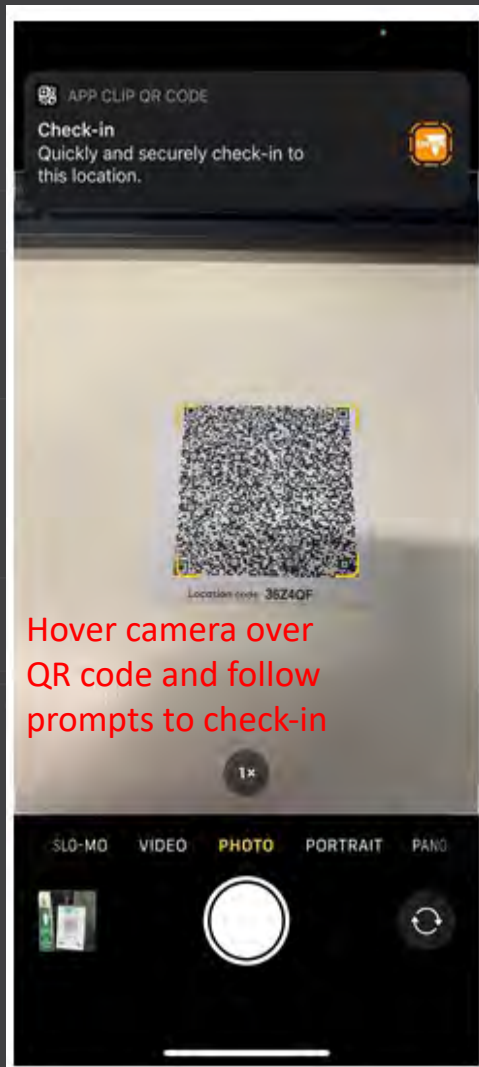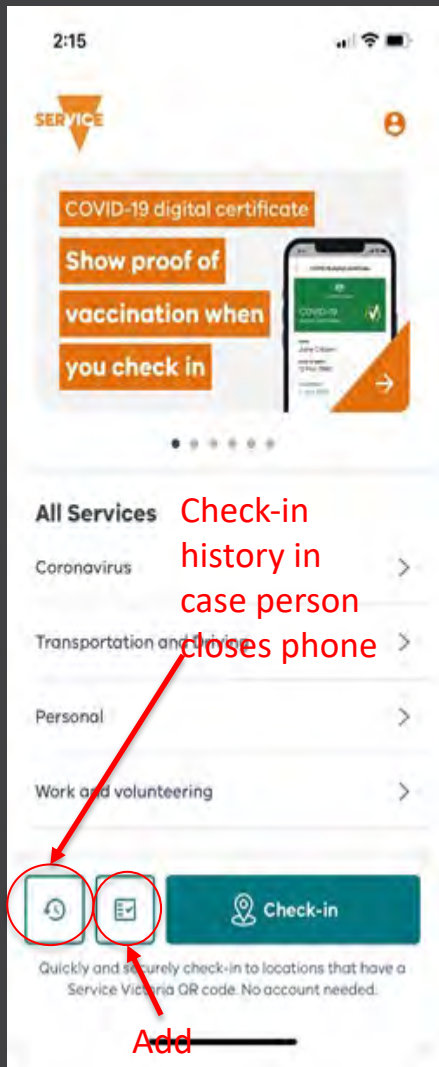
Member & Guest Communication

Condition of Entry Signage – Front Entrance

Hand Sanitising Station

COVID related signage

Personal Protective Equipment & Further Barriers

Sneeze Guard - Reception

Gloves for cleaning & Social distancing signage

Entry QR code signage & Hand sanitising station

Operational Requirements - PARC

PARC's facility operation is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team, updated on or before 20 February 2022.

➢ In line with government directions, **only fully vaccinated people (18+ years) can attend the facility, this includes patrons, employees and contractors (some exceptions apply).**

➢ COVID Check-in Marshalls or customer service officers will monitor and assist patrons to check-in using the QR code and check for valid certificates or exemptions.

➢ There are no density quotient limits or facility caps for PARC.

➢ The Services Victoria App will be used to check-in anyone entering the facility, ideally that persons COVID-19 vaccination certificate will be linked to the App.

    ➢ PARC employees may also sight the certificate on a person's phone or in hard copy if not linked to the App. A form of identification (e.g., driver's licence) <u>may be</u> required to verify the name on the hard copy of the certificate.

    ➢ A vaccination medical exemption will be accepted if the person holds a certificate from a medical practitioner that outlines the person cannot receive a vaccine due to medical contraindication.

➢ All facilities and services will be available.

➢ **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PARC OPERATIONS.**

Operational Requirements - PARC

PARC's operations are guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team.

Entry Process – Customers, Members, Contractors or Visitors:
- ✓ Must enter the facility via the <u>main entrance.</u>
- ✓ All persons must be checked in (QR code) and show proof of vaccination (18+ years only) to the Check-In Marshall.
- ✓ Highly preferred that certificates are linked to the check-in app.

Entry Process – Staff:
- ✓ To avoid delays, we are asking all staff to enter via the <u>Group Entry (Side)</u> and QR code to check-in when arriving for work.
- ✓ Exception are those employees opening/closing the facility (QR code check-in still required).

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Pines operations are guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team.

➢ Pines will operate with a pre-COVID facility capacity as outlined in the occupancy risk assessment (not greater than 1,000 patrons).

➢ In line with government directions, **only fully vaccinated people (18+ years only) can attend the facility, this includes patrons, employees and contractors.**

➢ The Services Victoria App will be used to check-in anyone entering the facility, ideally that persons COVID-19 vaccination certificate will be linked to the App.

  ➢ Pines employees may also sight the certificate on a person's phone or in hard copy if not linked to the App. A form of identification (e.g., driver's licence) may be required to verify the name on the hard copy of the certificate.

  ➢ A vaccination medical exemption will be accepted if the person holds a certificate from a medical practitioner that outlines the person cannot receive a vaccine due to medical contraindication.

➢ All facilities will be available.

➢ **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PINES OPERATION.**

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Channels for support:

➢ Your manager or leader is a good source of information, especially for questions about your work role.

➢ Other employees.

➢ Other managers and specialists.

➢ The PL employee wellbeing website offers access to a wide range of information.

➢ PL Mental Health First Aid Officers (MHFAO).

➢ Employee Assistance Program (EAP). PL's provider Converge International offers support.

Employee Assistance Program

Manager Assist Coaching and advice to assist with a variety of people management issues and develop your leadership competencies.

Career Assist Career development and planning, resume and job seeking assistance, interview skills, vocational counselling.

Employee Assist Support and counselling for a broad range of personal and work related issues.

Conflict Assist Strategies, tools and coaching to deal with difficult workplace and personal situations.

Legal Assist Up to 2 sessions of expert legal support and advice across family law, tenancy/renting, real estate, consumer disputes and more.

Nutrition and Lifestyle Assist Specialist advice across nutrition, sleep, resilience, mindfulness, addictive behaviours, retirement planning and positive lifestyle changes.

Family Assist Counselling for family members needing support across personal and/or lifestyle concerns.

Money Assist Money management services to help you work through financial wellbeing concerns.

Thank you

Welcome Back. Thank you for your patience and perseverance. Stay Safe.

Returning to what we love doing!