

# COVID Safe plan

## Our COVID Safe Plan

Business name: Hobsons Bay Yacht Club \_\_\_\_\_  
Site location: 270 Nelson Place Williamstown \_\_\_\_\_  
Contact person: Rod Austin \_\_\_\_\_  
Contact person phone: 0477522750 \_\_\_\_\_  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<i>Hand sanitiser readily available when entering the Clubhouse, bathrooms, Yard Manager office and yard. Hand paper towels and soap will continue to be available in the bathrooms and yard.</i>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Windows opened when rooms in use. Toilets and bathrooms have auto ventilation systems in place.</i>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<i>Members and contractors are encouraged to wear masks at all times whilst inside the premises if unable to socially distance. Disposable Staff masks are available when they do not have their own. Disposable gloves are available if required</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p><i>Staff have been inducted to know what to do if and when they visit the club.</i></p> <p><i>Visitors and other contractors are required to contact the Club Manager for induction re safe covid practices and permit to be on site.</i></p> <p><i>Develop and educate workers on strategies.</i></p> <p><i>and work practice changes to maintain physical distancing.</i></p> <ul style="list-style-type: none"> <li>• <i>Reinforce messaging to workers that physical distancing needs to be maintained during work.</i></li> <li>• <i>and during social interactions.</i></li> <li>• <i>Educating workers on hand and cough hygiene, including how to wash and sanitise them.</i></li> <li>• <i>hands correctly.</i></li> <li>• <i>Reinforcing the importance of not attending work if unwell.</i></li> <li>• <i>Ensuring appropriate information on the use of face masks and PPE.</i></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>High touch areas include existing Bathroom Taps and Door Handles, and members will need to follow good hygiene practice of wiping handles with paper towels and sanitiser supplied and cleaning their hands with soapy water.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>High Touch surfaces as mentioned above to be cleaned and disinfected twice daily.</i></p> <p><i>Thorough professional cleans are performed 5 days per week (Thu – Mon.)</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<i>Storage and stock of cleaning products and disinfectant is regularly reviewed</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p><i>Staff are now back at work but measures ready if this regulation changes</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>All office and yard staff are working in their own spaces with own resources. Bar staff are required to share POS screen and till but cleaned and sanitised regularly.</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>Through communications to members deterring them to come to the clubs if unwell and government restrictions.</i></p> <p><i>Members and contractors to abide and respect any requests to go home if there is any sign of that person being unwell.</i></p>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>Office: 16.92 m2 = 4 people</i></p> <p><i>Ikon Room: 32 m2 = 21</i></p> <p><i>Main Hall: 150m2 = 90</i></p> <p><i>Kitchen: 19.38 m2 = 4</i></p> <p><i>Training room: 36.4 m2 = 9</i></p> <p><i>Lounge: 41.04 m2= 10</i></p> <p><i>Race room: 5.75 m2 = 1</i></p> <p><i>Bar: 73.14 m2 =18</i></p> <p><i>Balcony: 85 m2 =21</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Floor Markings in front of Bar</i></p> <p><i>Physical Distancing Signage in all the main member rooms of the club.</i></p> <p><i>Rearrange, remove or cordon off furniture.</i></p> <p><i>in common areas to practise physical distancing,</i></p> <p><i>stagger seating so workers are not facing one.</i></p> <p><i>another.</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p><i>Currently office desk layout has 2 desks adjacent side by side to one another.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<p><i>No build up expected</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunchbreaks).</b></p>	<p>Continual updates and training (if required) provided</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Social distancing and mask applicable rules apply.</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Not applicable</i></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the current ‘per square metre rule’</b></p>	<p><i>Signage upstairs</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>QR Code registration or handwritten sign in is mandatory for all attendees.</i></p> <p><i>Also, Membership/Contractor database and Fob Entry/Exit System recording and in operation. Contact details to made available to COVID health authorities if required.</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>Staff to report any incident on an HBYC Incident Report Template and as per the club by laws and OH&amp;S policy.</i></p>
<p><b>Practice Good Hygiene</b></p>	<p>Take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.</p> <p>High touch surfaces include lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>Business Plan updated.</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>Club Manager to be the point of contact and to respond to all requests</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>Club premises to immediately close if a member of staff is confirmed with COVID 19 and have been present at the club 14 days prior to testing positive.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>Club Manager to be notified (if not already) communicate on behalf of club to all.</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>Club Members, Staff and Contractors immediately notified of the confirmed positive case the club is closed. Make recommendations to those that have been in close or suspected contact in the past 21 days to be Covid tested and quarantine at home for 14 days. Cleaning Contractors notified and commenced the necessary cleaning arrangements.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>Club Manager to notify Worksafe Victoria.</i></p>
<p><b>Confirm that your workplace can safely re-open, and workers can return to work.</b></p>	<p><i>Club Manager in liaison with General Committee to confirm when Club can reopen.</i></p>