

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Nagambie Water Ski Club
 Site location: Wattlevale Rd Nagambie
 Contact person: Adam Maltman
 Contact person phone: 0407984338
 Date prepared: 30.10.2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering club site and frequently used on the club site, hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> Hand sanitisers will be provided on site at front entry gate, site container, wet type wipes will be provided for toilet use and barbeque lockup. Each person shall sanitise prior to opening entry gate and scan a QR code on your mobile phone using the camera or alternatively fill in onsite log book Masks Must be worn whilst on site each day. Committee meeting will be scheduled on a Bi-Monthly basis discussing requirements and posted on the Web page for Members review Laminated posters promoting use of hand sanitisers and regular use on site at front gate entry, toilet, barbeque area and storage container Laminated posters promoting regular washing of hands mandatory requirements prior and after using club equipment or facilities
<p>Where possible: In confined areas enhance airflow by opening windows and doors etc.</p>	<ul style="list-style-type: none"> Confined space area(storage container)No more than one person shall enter the storage container at any one time unless 1.5m distance can be maintained and in either case no more than two, container door left fully open at all times for adequate ventilation whilst persons in container
<p>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 members that do not have their own.</p>	<ul style="list-style-type: none"> All members have been advised verbally via AGM, email and website to wear masks at all times onsite and as per government requirements/guidelines. Laminated posters promoting face mask use located at front entry gate, toilet, storage container, barbeque area Masks supplied onsite for volunteers, located in storage container

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to members on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> • <i>Training has been provided through AGM, instruction book left on site in container</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>High touch communal items being club owned ski equipment are number identified which need to be sanitised before and after use and entry log with the name of person who used and signed returned for any item of equipment.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of entry and re entry to site, ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • <i>All persons using or entering site have been instructed by management committee via a memo on the website to regularly clean all areas of own use</i> • <i>Increased cleaning procedures to be conducted where practical providing there is no risk to damaging equipment</i> • <i>Members will be provided a station for cleaning within the storage container</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Sanitizers provided at club site, front gate entry, storage container, brbeque area and toilet, disinfectant and detergent readily available on site</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all members that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • <i>Sporting facility, all precautions are taken where practical</i>
<p>Establish a system that ensures members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>Members are advised to make one visit per day to site and be aware to minimise where practical multiple entry and re entry to club site in one day.</i>
<ul style="list-style-type: none"> • Establish a system to screen Members and visitors before accessing the site. Members cannot enter site when unwell. 	<ul style="list-style-type: none"> • <i>Members are required to maintain due diligence and must not enter or use the club site if feeling unwell.</i>
<p>Configure communal member areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one member per four square meters of enclosed area • members are spaced at least 1.5m apart • there is no more than one member per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • <i>Members need to maintain, 1.5m distancing where practical, no greater than 10 persons onsite from no more than two families in one group</i> • <i>Distancing enforced via email ,text and AGM meeting, website memo.</i> • <i>Total of 10 groups of Ten is allowed on site</i>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>On site floor markings have been provided in storage container if more than one person</i>
<p>Modify the alignment of workstations so that members do not face one another.</p>	<ul style="list-style-type: none"> • <i>Numbers numbers are limited to max 10 persons</i> • <i>1.5m distancing adhered to where practical and personal safety is not compromised</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of members waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <i>Achieved and procedure put in place by committee management , no more than 10 persons from no more than two families</i>
<p>Provide training to members on physical distancing expectations while socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> Training has been provided to all members via AGM and website memo
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <i>Not applicable</i>
<p>Review and update club rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <i>Not applicable</i>
<p>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 ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> <i>Site signage is displayed throughout site</i> <i>Site access is limited to members only</i>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> <i>QR code on container and BBQ for logging onsite entry by mobile phone with Back up register in the container.</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to members on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • <i>Members have been instructed to report any positive or suspect COVID-19 this extends to associated family members</i> • <i>This is to be reported immediately to committee management prior to entering club site, these persons will be required to be tested before being able to enter the club site</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your Sporting facility continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • <i>Continuity plans have been reviewed and updated on regular basis</i> • <i>Outbreak processes have been documented and discussed in AGM and website information</i>
<p>Prepare to identify close contacts and providing members and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>Deep clean n process will be under the guidance and direction of the management committee and will be adhered to by all club members</i>
<p>Prepare to assess whether the site or parts of the used land must be closed. Prepare to undertake cleaning and disinfection at your premises.</p>	<ul style="list-style-type: none"> • <i>This will be under the guidance and direction of the management committee and will be adhered to by all members</i>
<p>Prepare for how you will manage a suspected or confirmed case in a member during club use hours</p>	<ul style="list-style-type: none"> • <i>Member will be relieved from site, case will be reported to DHHS and the committee management, clean and disinfectant and cleaning of areas where member has visited and will be addressed and procedures followed as DHHS guideline enforced.</i>
<p>Prepare to notify members and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • <i>Process has been documented during AGM</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club.</p>	<ul style="list-style-type: none"> • <i>Worksafe will be notified of any member that has a tested confirmed case of COPVID-19 and all procedures will be followed under government guidelines</i>

Guidance	Action to prepare for your response
<p>Prepare to re-open your club site once agreed by DHHS and notify members they can use the site.</p>	<ul style="list-style-type: none"> • <i>Reopening after a positive COVID-19 case would occur once cleaning process has been completed per committee management instructions.</i> • <i>Members would be notified accordingly via text, email and phone call.</i>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Authorised Person: Adam Maltman
Date of signing:: 26th October, 2020
Position of authorised person: Vice President

Signed: Adam Maltman