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| COVID Safe Plan  |



*Guidance*

 *Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene for Outdoor setting** |
| Provide and promote a hand sanitiser station at your outdoor training locations.  | * A sanatising station is provided at the training area and brought to the attention of clients or visitors as they arrive.
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| Ensure all clients and staff wear a face covering and/or required Personal Protective Equipment (PPE), unless a [lawful exception](https://www.dhhs.vic.gov.au/face-coverings-covid-19#exceptions-for-not-wearing-a-face-covering) applies. If possible, provide adequate face coverings and PPE to clients and staff.  | * Clients must have face masks to participate. It is preferred that clients have their own fitted face mask, if not, disposable masks can be provided.
 |
| Provide training to staff and clients on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | * Posters, and information on websites are provided on the correct use and disposal of face masks and other single use PPE.
* Information on how to practice of good hygiene is also provided through posters and other sources of information such as websites and social media.
 |
| Depending on current requirements of the stage:No shared equipmentor minimise shared equipment. Ensure all equipment is sanitised after each use. | * If it is not safe to share equipment, this will be discussed. However, if it is declared safe whilst providing good standards, equipment is spread in accordance with physical distancing regulations.
* Cleaning and sanitation of equipment after each use will be required.
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| **Hygiene Indoor setting** |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the facility and ensure adequate supplies of hand soap and paper towels are available for visitors and staff. | * Hand sanitising stations are provided to clients.
* Other hygiene needs, such as antibacterial wipes, soap and paper towels are available, and regularly maintained and re-supplied.
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| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | * Airflow is adjusted to provide optimal airflow. This may be done by opening extra doors or windows, and adjusting air conditioning or heating.
 |
| In areas or workplaces where it is required, ensure all staff, clients and visitors 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.  | * Ensure masks are fitted prior to entry, or upon entry if clients or staff need to be supplied with a mask.
 |
| 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). | * Where required, staff are provided with the appropriate training on the use and disposal of PPE and the practice of good hygiene to help stop the spread of COVID-19.
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| Replace high-touch communal items with alternatives. | * High use items that are declared unsafe to use are removed or have explicit signage placed over them.
* Clients are made aware of this, and do not use unsafe equipment or items.
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Cleaning indoor setting** |
| Increase frequency of cleaning and disinfection of equipment and different areas. | * After the use of shared equipment, clients or staff wipe down or sanitise the equipment with antibacterial wipes.
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| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * A cleaning schedule is followed and signed off twice a day, or more often if necessary.
* High touch or traffic areas are a focus and cleaned regularly during the day.
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| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * All necessary cleaning and sanitisation supplies are regularly maintained and re-supplied to ensure a safe environment for all.
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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Physical distancing outdoor setting** |
| **Establish a system to screen the clients before entering the outdoor session. Fitness professionals must not conduct a session if unwell.**  | * A sign in sheet, or alternatively a QR code that can be scanned by phone, is provided and used.
* If any trainer or client is unwell, they must stay home and get tested.
 |
| **Configure training areas and publicly accessible spaces so that there is no more than one person per four square metres of publicly available space. Also consider installing screens or barriers.** | * There is enough space to allow for physical distancing to help stop the spread and keep everyone safe.
* Set up barriers, or cones, or other markers, to ensure enough space and physical distance between the clients, to provide further protection
 |
| **Provide training for clients on physical distancing expectations while training and socialising (e.g. at the start of the session, with regular reminders about physical distancing throughout the session).** | * Trainers provide direction regarding physical distancing before each session starts. This includes a short reminder at the beginning of the session and is reinforced by regular reminders throughout the sessions.
* There is further reinforcement through hand-outs, flyers, zoom sessions or email.
 |
| **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.**](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | * Visible signage is displayed around the training spaces, to assist clients and visitors to correctly follow protocols.
* Floor markings or decals are also used to indicate physical distancing requirements*.*
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| **Physical distancing indoor setting** |
| **Establish a system to screen staff, clients and visitors before accessing the health and fitness centre. Employers cannot require staff to work when unwell.** | * Sign in for all clients and staff is required.
* Temperature checking before the entry ensure is a is good practice for the safety of everyone.
* If any staff or clients are unwell, they are required to stay home and get tested if necessary.
 |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | * Staff are required to attend only one facility (if they usually work at multiple facilities). This can help with contact tracing as well as reducing the risk of transerring the virus between facilities.
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| **Configure communal areas and publicly accessible spaces so that:** * **there is no more than one person per four square meters of enclosed workspace**
* **staff and clients are spaced at least 1.5m apart**
* **there is no more than one member of the public per four square meters of publicly available space.**
 | * Physical distancing rules are enforced at all times.
* Planning is undertaken and precautions put in place to ensure compliance with government advice, that there is enough room for all participating clients, or the number of clients allowed in the facility at one time is altered accordingly.
 |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff, clients and visitors.** | * Floor markings and signage are placed to ensure approprite physical distancing. Equipment is placed to allow for 1.5m distance between equipment or machines.
* If equipment cannot be moved, every second machine is closed, clients and staff are notified, and signs are in place as a reminder.
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| **Modify the alignment of workstations so that staff and clients or visitors do not face one another.** | * Equipment is placed at minimum of 1.5m apart and if possible rotated to ensure clients or staff are not directly facing each other.
 |
| **Minimise the build up of clients and visitors waiting to enter and exit the health and fitness centre.** | * One way entry and exit doors are established and signage clearly states which door is for entry only and exit only.
* A limit on the number of people inside the facilty at one time is in place, and is monitored by a staff member at the entry.
 |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks or at staff room).** | * Staff are trained on how to properly physically distance and the expectations on them.
* This is reinforced by signs at reception, where staff sign in, and in the staff room.
* Staff are required to physically distance in the staff room, and the number of people allowed in the area at one time is limited.
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| Review delivery protocols to limit contact between delivery drivers and staff. | * Contactless delivery, where staff are not required to sign for deliveries, is in place. (This can be achieved by the driver asking for the staff member’s name and signing on their behalf.)
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| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | * The appropriate number of staff are rostered at all times.
* Staff are consulted on flexibility with rosters to comply with regulations.
 |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | * Appropriate signage is placed around all areas of the facility.

(This may include: how to pratice good hygiene, physical distancing reminders, staying home if you have any symptoms and to getting tested, and floor markings. |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping Outdoor setting** |
| **Establish a process to record the attendance of training clients. This information will assist employers to identify close contacts.**  | * Sign in for all clients and staff is required.
* Temperature checking before the entry ensure is a is good practice for the safety of everyone.
* If any staff or clients are unwell, they are required to stay home and get tested if necessary.
 |
| **Record keeping indoor setting** |
| **Appoint a staff member as COVID-19 Safe Marshal. The marshal is responsible for ensuring all aspects of the COVID-19 Safety Plan are being maintained.** | * The COVID-19 Safe Marshal checks and ensures that all aspects of the COVID-19 safety plan are being implemented and followed.
 |
| **Provide guidance to staff on the effective use of the workplace occupational health and safety (OHS) reporting system (where available).** | * Staff are trained and assisted in the event they need to record an incident relating to OHS or a positive COVID-19 test from a staff member or client.
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| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case**  |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | * The COVID-19 safety plan is followed to limit the chances of an outbreak. In the event of an outbreak, everyone who may be potentially at risk will be advised to isolate and get tested. The facility will close temporarily and undergo deep cleaning.
 |
| **Prepare to identify close contacts and provide staff, client and visitor records to support contact tracing.** | * All clients and staff must sign in upon entry to assist in the event of an outbreak or to help with contact tracing.
 |
| **Prepare to assess whether the workplace or parts of the facility must be closed. Prepare to undertake cleaning and disinfection at the premises.**  | * If necessary, parts of the facility may need to be closed for deep cleaning ensure a safer environment.
 |
| **Prepare how you will manage a suspected or confirmed case in a staff member during opening hours.** | * In the event that a staff member tests positive for COVID-19, the facility will immediately close and undergo deep cleaning. Staff and affected clients will be asked to self-isolate and get tested.
 |
| **Prepare to notify staff, clients and centre visitors (including close contacts).** | * Using the sign in methods, close contacts will be notified in the event of an outbreak.
 |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if there is a confirmed COVID-19 case at your centre.** | * Immediately notify the facility if there is a confirmed case.
* Immediately notify Worksafe Victoria
 |
| **Prepare to re-open the facility once agreed by DHHS and notify staff and clients/members when they can return to the centre.**  | * Once all appropriate protocols have been followed and it is deemed safe to re-open (DHHS clearance has been received), staff and clients/members will be notified, and any further relevant information will be provided.
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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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