

COVID-Safe Plan

Date: 31 May 2022

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

Reviewed By:



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**77 PENINSULA
7 LEISURE**



Purpose, Scope & Overview

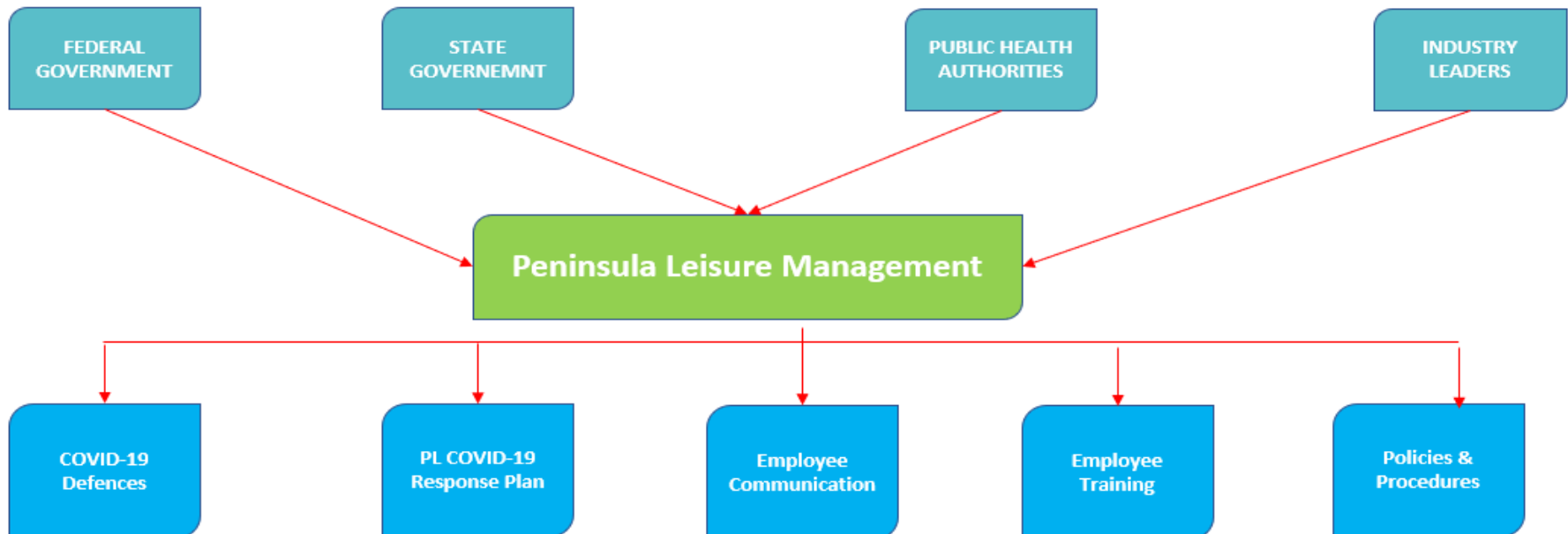
Peninsula Leisure values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.





- 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.



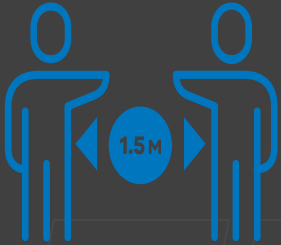
Peninsula Leisure Management will collate the information from Government, Public Health, Industry Leaders and Authorities. Relevant information will flow through to various parts of the business to adapt into practice. PL management oversee, monitor and implement restrictions, which ensures PL sites 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



				
SOCIAL DISTANCING	FACE MASKS	HYGIENE	RECORD KEEPING	ENCLOSED SPACES

- **Social Distancing** → Density Quotient (DQ) limits no longer apply; 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: [coronavirus.vic.gov.au/face-masks](https://www.coronavirus.vic.gov.au/face-masks)
- **Hygiene** → Clean and disinfect shared spaces at regularly, including high-touch communal items. Further Info: <https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions>
- **Record Keeping** → Internal systems have been established to record and maintain vaccination status of employees as per current Pandemic Orders.
- **Enclosed Spaces** → Reduce times employees work in enclosed spaces. Utilise outside spaces wherever possible.



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

- Flexible working arrangements are in place, to allow some employees to work from home.
- 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 no longer required in most indoor settings, but wearing a mask remains recommended.

- A face mask is required for those employees identified as a close contact and are attending the workplace.
- Further information about face masks can be located via the following link,
<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>



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



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



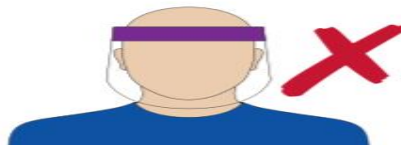
A fitted snood, Buff® or gaiter can be worn covering both your nose and mouth.

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.

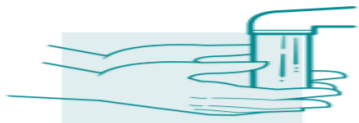
Hygiene & Cleaning – What PL will do?



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**



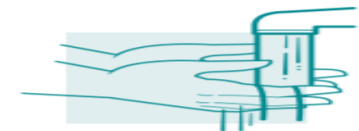
1. Wet your hands.



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.



Record Keeping – What PL will do?



Peninsula Leisure has implemented internal systems to record and maintain employee vaccination status in line with Pandemic Orders.

- 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.



Hand sanitising station at facility entrance points.

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).



Probable case = A positive result is received from a COVID-19 Rapid Antigen Test (RAT).

Diagnosed case = A positive result is received from a COVID-19 PCR test.

- Employees who tests positive and worked while infectious (48 hours prior to positive test) are required to notify their workplace (relevant manager/leader).
 - If the employee is at work, direct them to return home immediately and isolate.
- PL will identify and inform other employees who may have had face-to-face contact for 15 minutes or spent 2 hours or more in the same indoor space, (includes contractors, but not patrons).
- These employee contacts maybe required to:
 - Monitor for symptoms, isolate and get tested (RAT or PCR) if required.
 - May be requested to provide evidence to the workplace of a negative result before returning to work.

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

- Additional risk management controls might be implemented in the workplace (e.g., face masks for all employees in an indoor setting).
- PL will notify the Victorian Department of Health if there have been 5 or more cases within a 7-day period.
- Follow the instructions outlined in the detailed incident response SOP available on the common drive.
- Further information:
<https://www.coronavirus.vic.gov.au/case-workplace>

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



myGov



Australian Government

COVID-19 digital certificate



This individual has received all required COVID-19 vaccinations.

Member & Guest Communication



Condition of Entry
Signage – Front
Entrance



Hand Sanitising Station



COVID related signage



Sneeze Guard - Reception



Gloves for cleaning &
Social distancing signage



Hand sanitising station



PARC's facility operation is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team.

- In line with government directions, **only vaccinated (see definitions in PL COVID Support Plan) employees can attend the workplace.**
- There are no density quotient limits or facility caps for PARC.
- Face masks are no longer required in most indoor settings, however employees identified as close contacts who attend the workplace must wear a Face mask.
- PARC will endeavour to deliver all facilities and services for customers, however, employee resources available may impact that service delivery.
- **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PARC OPERATIONS.**

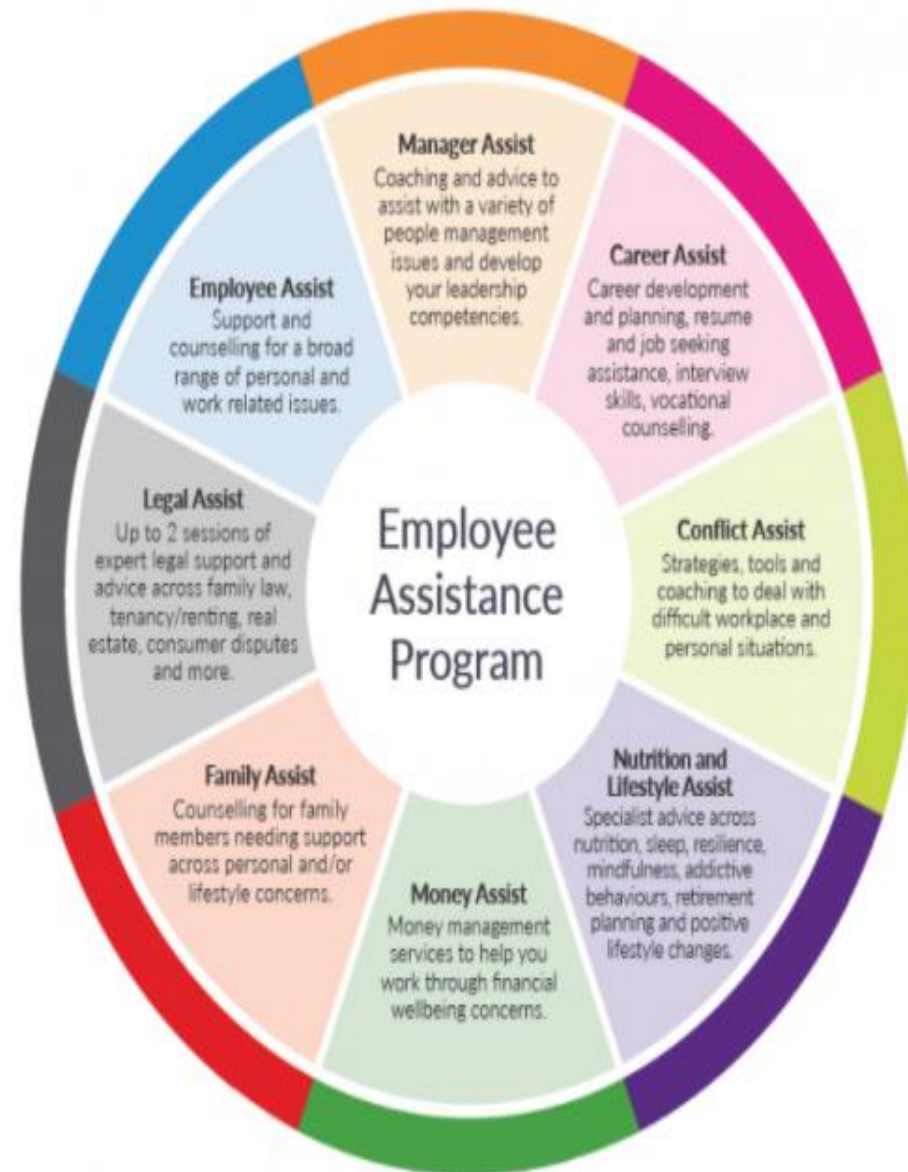


Pines operations are guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team.

- 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 vaccinated (see definitions in PL COVID Support Plan) employees can attend the workplace.**
- Face masks are no longer required in most indoor settings, however employees identified as close contacts who attend the workplace must wear a Face mask.
- PARC will endeavour to deliver all facilities and services for customers, however, employee resources available may impact that service delivery.

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.



Thank you

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



Returning to what we love doing!