



COVIDSAFE PLAN

Green Gully Soccer Club Ltd – July 28th 2021

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Purpose of this COVID-19 Safe plan

This COVIDSafe plan details standards and best practice for the club industry with specific tailoring to Green Gully Soccer Club Ltd.

It incorporates and draws information from a range of materials:

- Hospitality Industry Guidelines for Coronavirus (COVID-19) re-opening standards as agreed by Community Clubs Victoria and the Victorian Government
- Business Victoria <https://www.premier.vic.gov.au/sites/default/files/2021-07/210707%20-%20Table%20of%20Restrictions.pdf>
- <https://www.coronavirus.vic.gov.au/COVIDSafe-plan>

COVID-Safe restrictions as of 28th July 2021

The policies and procedures outlined in this COVIDSafe Plan will help to make the premises a safe environment in which to work and visit.

All staff, as part of the induction process, will be required to be familiar with this Plan.

Capacity

In accordance with VIC government guidelines: Food and drink venues will be open for all service (seated only for both food and drink), subject to existing licenses.

As 28th July in this venue the patron limit is subject to density quotient of one person per 4 sqm with a Covid Check in Marshall present. There is a cap of 100 patrons for the whole venue. We have a government approved QR system in place where patrons sign in on entry and if unable to sign in themselves the appointed Covid Sign in Marshall will sign them in using the Services Victoria app, all staff are able to sign patrons in. Infants under 12 months are not included in the limit.

Gaming room will open with a density quotient of 1 person per 4sqm with Covid Check in Marshall present to sign in if patrons cannot sign in themselves. Every second EGM will not be in play or with 1.5m distancing from each other if no barrier is in place

Green Gully's dining areas with respective capacities using the 1 per 4sq metre rule with a COVID Check in Marshall in place: the below numbers is only an indication of capacity using the above rule - all numbers form part of the 100 patron capacity per venue

Dining Area	Size	Capacity
Bistro	295 sq m	74
Ajax Room	400 sq m	100
Junior Canteen	72 sq m	18
TAB lounge	60 sq m	15
Conference Room	50 sq m	13
Gaming Room	240 sq m	60
	Total Capacity	280

Normal Opening Hours

Green Gully Soccer Club Ltd	Opening Hours
Monday	9am – 12am
Tuesday	9am – 12am
Wednesday	9am – 12am
Thursday	9am – 1am
Friday	9am – 1am
Saturday	9am – 1am
Sunday	10am – 12am

Seated Dining – as of 28th July

Saturday & Sunday: 11.30am-2.30pm lunch
5.00pm - 7.00pm & 7.00pm – 9.00pm dinner sessions

Bookings

Will be taken by phone, in person in venue and via Fork online booking system

There is a group booking limit of 10

Patrons should be seated so they are 1.5 metres away from any patron from an adjacent group.

Staff will clean and sanitize tables etc between sittings.

Walk in patronage will be allowed if capacity allows and will not infringe on patrons that have booked in advance.

If there is no vacancy entry will be refused.

Kids Playground is closed

Keeping Staff Safe

Staff are not to come to work if a fever (a temperature of 37.5°C or greater), or any symptoms are present.

All staff members & visitors to the club on arrival will have to sign in using the government approved QR system – either by their own device or by an appointed Covid Check in Marshall or staff member - the following stats recorded (schedule 5)

- Whole Name
- Telephone number

If any staff member has symptoms the following will be actioned:

- will not be permitted to work
- will be required to test for Coronavirus (COVID-19)
- Will be required to Self-isolate at home until a return result is negative for COVID-19.

If a test returns a positive result the following will be actioned:

- The staff member will be required to self-isolate
- Obtain a negative record for COVID-19 test before returning to work
- All staff who had contact with infected member will be required to self-isolate for 14 days and perform a COVID-19 test
- The club will close for 3 days and do a deep clean or until DHHS agrees the club can re-open
- WorkSafe authority will be contacted within 4 hours
www.worksafe.vic.gov.au/report-incident 132360
- Follow checklist in schedule 3
- All communications to external parties will be conducted by COVID-19 communications officer, refer to schedule 4

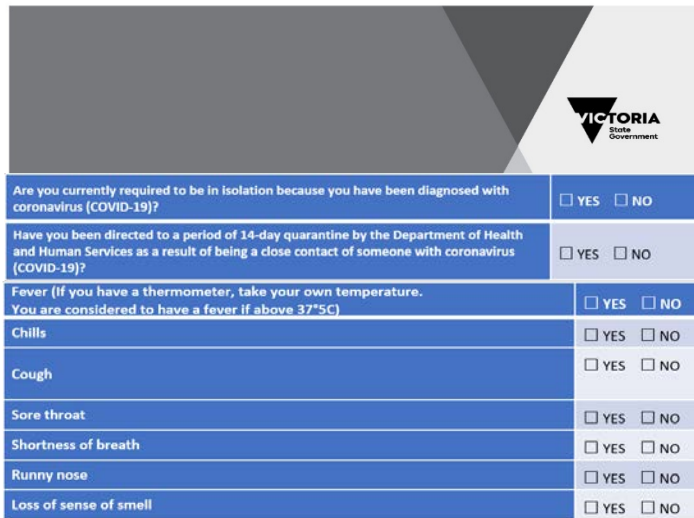
Green Gully Soccer Club supports and promotes the use of the COVIDsafe app and the benefits of the app to support contact tracing if required.


Physical distancing

Workers and visitors are to stay 1.5m apart as much as possible

- Signs displaying patron limits at entrance of the club and enclosed areas

All staff to complete the Staff Questionnaire before every shift and provide to the shift manager for recordkeeping and will be kept for 28 days.



	
Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

Face covering/Masks

Masks are mandatory in all indoor and outdoor settings unless an exemption has been given. Green Gully is a venue open to the public so Masks are mandatory.

The club will provide adequate face coverings and Personal Protective Equipment (PPE) if required to workers that do not have their own.

The club will also have masks on hand for patrons that do not have one for a cost of \$1.00

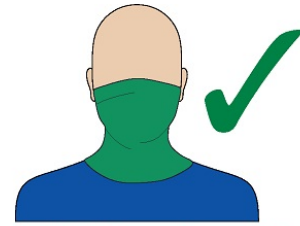
Workers to be informed that cloth masks should be washed each day after use, however, if during the day mask is visibly dirty or wet, the mask needs to be washed immediately and replaced by one supplied by the club.



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



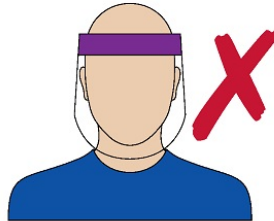
You can wear a face shield with a fitted face mask.



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



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.

Training

All staff have completed the Australian Government Department of Health Infection Control COVID-19 Certificate.

Further in-house training is conducted to reinforce club COVID-19 plan.

Practise Good Hygiene

Staff to frequently wash their hands and regularly clean and disinfect shared spaces, including high touch communal items such as doorknobs and telephones.

How often should staff be washing their hands or sanitising?

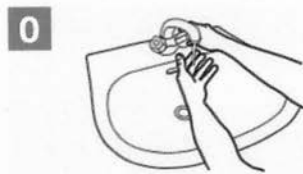
The most important measure is proper hand washing. As is usual practice, staff who handle food must have access to appropriate hand washing facilities and must wash and dry their hands:

- Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:
 - On arrival at work
 - Before preparing or delivering food and/or beverages to tables
 - After collecting/clearing used food and beverage items
 - Before returning to food or beverage preparation areas
 - At the start and end of each meal break
 - Before and after touching a customer or their belongings
 - Before leaving work
 - After blowing your nose, coughing, sneezing, or using the toilet.
 - Before handling food;
 - Between handling raw food and food that is ready to eat, such as pre-cooked food and salads;
 - after touching hair, scalp, mouth, nose or ear canal;
 - after handling rubbish and other waste;
 - after handling money or bank cards;
 - before and after cleaning; and
 - after removing gloves (if used).

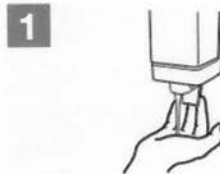
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



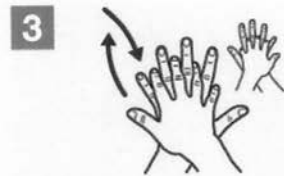
Wet hands with water;



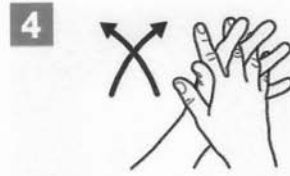
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



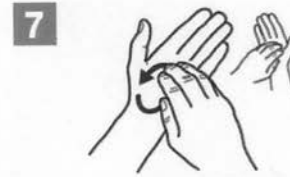
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



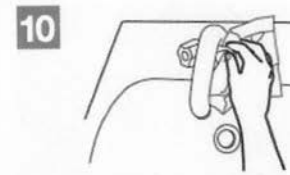
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



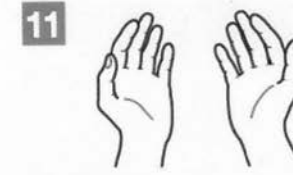
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

Hand Sanitiser

Hand sanitiser with at least 60% alcohol to be made available both at entry and exit points. Hand Sanitiser will also be made available at the following till locations:

- Bistro Bar Till
- Gaming Bar and Cashier Station
- TAB area
- Ajax Room
- Junior and Senior Canteens
- Hand Sanitiser will be made available in Soccer and Admin office

- **Club Re-opening procedures for keeping customers safe**

All patrons will enter and exit from either the Car park or Front entrance.

Government approved QR system for patrons to check – staff to assist patrons who cannot check in themselves

- Children without a number can use parent/guardian contact details
- Members and guests to use QR system to sign in

The reception desk is a high touch area and will be cleaned by staff between each customer interaction.

Bistro Procedures

- Open for seated service only with a maximum patron cap of 74 people – (part of venue cap). Group sizes to a maximum of 10 people. Density quotient of 1 per 4sqm applies to Bistro,
- Outdoor Bistro Area and Private Dining area to be used
- Limits will be placed on entry to comply with the density requirements allowed within a single space – one person per 4sqm inside and 1 per 4sqm outside
- Tables (& chairs) should be spaced 1.5 metres apart, to ensure physical distancing.
- Menus to be printed on A4, laminated and sanitized after every use, single use menus may also be used
- Payment to be made at when ordering at bistro cashier with protection screen in use
- Alcohol may be served without purchasing a meal to patrons seated at tables only.

Function Procedures

- Open for seated service only with a quotient of 1 person per 4sqm
- Tables (& chairs) should be spaced 1.5 metres apart, to ensure physical distancing.
- Function Rooms Available
 - Bistro
 - Ajax Room
 - Conference Room
- Tables (& chairs) should be spaced 1.5 metres apart, to ensure physical distancing.
- Dance floor is closed.

Gaming now open 2021:

- Open to a maximum of 60 pax being part of the patron cap of 100 per venue. Density quotient of 1 person per 4sqm applies with a COVID check-in Marshall present.
- A distance of 1.5 metres will be maintained between EGM'S if no barrier in place or every 2nd EGM will not be in play
- A **COVID Marshal** is required for each gaming room at all times that gaming is available, to oversee compliance with all COVIDSafe requirements and the restrictions that apply to gaming.
- Hand Sanitiser to be made available at entrance to gaming room, bar and cashier station
- Sanitiser wipes to be made available to customer to wipe gaming machines
- Face masks to be made available upon request to patrons for a cost of \$1.00

TAB

- Limits will be placed on entry to comply with the density requirement allowed within a single space – one person per 4 square m with a COVID check-in Marshall present
- Tables and chairs to be spaced 1.5m apart to ensure physical distancing
- EBT's to be frequently cleaned
- Sanitiser wipes to be made available for customers upon request

Cleaning Procedure

A rigorous deep clean has been conducted in all areas prior to opening.

High touch points will be cleaned and sanitised between frequently, including:

- Bathroom door handles, taps, cubicle handles.
- Dining bistro and chairs
- Condiments between diners
- Water bottles
 - Bathrooms to be checked every half hour

Where possible door will remain open to reduce touch points

Disinfectant solutions will be maintained at an appropriate strength and used in accordance with the manufacturer's instructions

Signage and Posters

Signs and posters are placed around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread. This includes posters on what is COVID-19 and how we can stop it spreading, how to wash your hands and the physical distancing requirements.

Revision History

Version	Date	Changes
1	18/6/2020	Initial Construction
2	26/10/2020	Update
3	08/11/2020	Updated to include new Gaming rules
4	04/01/2021	Updated
5	03/04/2021	Updated new guidelines 26 th March 2021
6	26/05/2021	Updated new guidelines 24 th May 2021
7	11/06/2021	Updated new guidelines 11 th June
8	18/06/2021	Update 18 th June 2021
9	24/06/2021	Update 25 th June 2021
10	08/07/2021	Update 9 th July
11	28/07/2021	Update 28 th July

Schedule 1 -Risk Assessment

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur	What is the level of risk?	What controls are currently in place?
COVID-19 from customers who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death)	Low-medium, there have been noted cases locally	Moderate, while there are only a few local cases the consequences may be severe	Cleaning and disinfecting frequently touched surfaces. Physical distancing, seating has been removed and set seats for customers to encourage. A floor plan is also available to show capacity of each area No more than 20 customers are allowed each dining area of the venue. The capacity of each dining area will be clearly communicated and monitored. Contactless payments are encouraged. Alcohol based hand sanitiser is provided at all touchpoints and on entry to the venue (out of reach of children). Posters on hand washing are prominent in all bathrooms.
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low-medium, there have been noted cases locally	Moderate, while there are only a few local cases the consequences may be severe	Cleaning and disinfecting frequently touched surfaces. Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Staff presenting with flu-like symptoms will be required to self isolate and provide a negative COVID-19 result before returning to work. All staff will have temperature checked, temperature greater than 37.5 will considered flu like symptom. Alcohol based hand sanitiser is also available in all staff areas and service points. Break times are staggered to minimise the number of staff using break room at one time.
Customer aggression	Physical or psychological injury to staff.	Moderate, customers concerned may become frustrated by new requirements	Moderate, There is extensive communication on all new requirements.	There is always a manager/supervisor rostered on to assist with customer complaints. Processes are in place to ban abusive and violent customers from the venue or call police.

Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, affected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, affected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Schedule 3 Positive Case checklist

ITEM	CHECK
Staff Member contacted club with positive result	Date:
Club Board notified	
Contact all staff that have been in contact with infected member in the last 7 days	
Contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. Ph: 1800 675 398	
Immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with Coronavirus (COVID-19) at your workplace www.worksafe.vic.gov.au/report-incident	
Engage Solution Cleaning Service P/L to provide a deep clean. Phone No:0408 590 478	

Schedule 4 Communication with media or government bodies

Angie Mazziol will be the communications officer for all items related to the positive case at the club. Angie Mazziol will liaise with all relevant government bodies as per schedule 3.

All hard or soft media to be approved prior to publishing by the COVID-19 sub-committee:

Raymond Mamo

Angie Mazziol

Media to be used.

- Social media – Instagram and Facebook
- Electronic Communication to Members

Schedule 5 Workplace attendance register

Template: Workplace attendance register

Instructions:

Under current public health advice, from [date], all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Business details

Business name:

Site/location:

Contact person:

Workplace attendance register						
Date	First name	Phone number	Check-in time	Check-out time	Relationship with business	Area(s) visited
<i>e.g. DD/MM/YY</i>	<i>e.g. John</i>	<i>e.g. 1234 5678</i>	<i>e.g. 10am</i>	<i>e.g. 11am</i>	<i>e.g. employee, contractor, customer, client, inspector, visitor, etc.</i>	<i>e.g. warehouse, factory, office, loading dock, etc.</i>