



# COVIDSAFE PLAN

Green Gully Soccer Club Ltd – February 2022

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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

## **COVID-Safe restrictions as from 11.59pm Friday 25<sup>th</sup> February 2022**

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**

### **As from 11.59pm Friday 25<sup>th</sup> February 2022 :**

In accordance with VIC New Pandemic Laws: Food and drink venues will be open for all services subject to existing licenses.

All staff, members, volunteers, visitors and patrons must be fully vaccinated to enter the venue.

## **Proof of Vaccination**

When patrons check-in, they need to show staff their phone's check-in confirmation screen, which includes vaccination status if they've linked their COVID-19 digital certificate to the Service Victoria app. The confirmation screen shows a green tick to show that they've checked in, name and the words 'valid certificate'. Businesses can't keep or store this information. Other eligible proofs of vaccination include a COVID-19 digital certificate on the Smartphone wallet or a paper copy of the members Immunisation History Statement, or an eligible proof of exemption. Children over 16 years old must be fully vaccinated to enter venues, except those with medical exemptions.

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 no density quotients. A Covid Marshall will be on at all times. All EGM's are now in play.

No density quotiens are in place

<b>Dining Area</b>	<b>Size</b>	<b>Capacity</b>
Bistro	295 sq m	
Ajax Room	400 sq m	
Junior Canteen	72 sq m	
TAB lounge	60 sq m	
Conference Room	50 sq m	
Gaming Room	240 sq m	
	<b>Total Capacity</b>	

### **Normal Opening Hours**

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

### **Seated Dining –**

Lunch Tuesday through to Sunday: 11.30am-2.30.pm

Dinner Tuesday through to Saturday 5.30pm -9.00pm

Monday's and Sunday's may be open for Functions

### **Bookings**

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

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 now open.

### **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) - RAT
- Will be required to Self-isolate at home until a return result is negative for COVID-19.

People who test positive on a Rapid Antigen Test (RAT) will be considered probable cases and be subject to the same requirements as confirmed cases from a PCR test. They must isolate for seven days and notify their contacts.

- If someone who tested positive worked onsite while they were infectious, they are required to tell their workplace.
- The workplace must identify and inform the other staff (including sub-contractors, but not patrons) who the positive case came into contact with.
- These contacts are required to isolate, get a **standard (PCR)** test at a testing centre within 24 hours, and stay isolated until they return a negative result, and show their employer evidence of that result before they return to work.
- - The club will inform DHHS and will act on their advice
  - WorkSafe authority will be contacted within 4 hours  
[www.worksafe.vic.gov.au/report-incident](http://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

### **Physical distancing –**

Physical distancing is no longer required although a distance of 1.5m is highly recommended whenever possible.

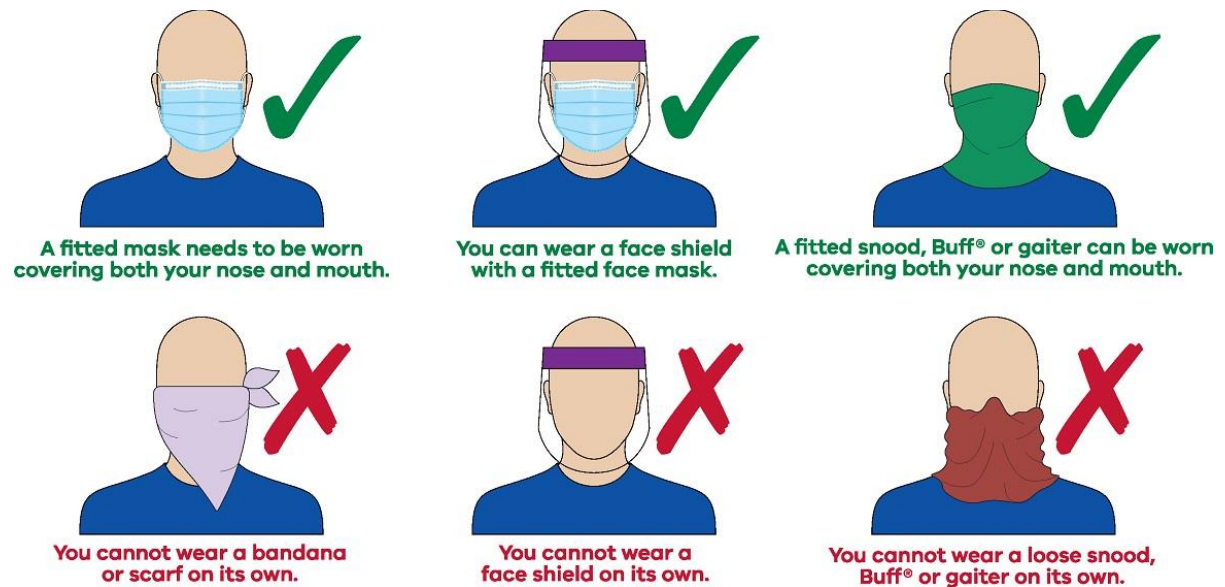
### **Face covering/Masks**

Masks are no longer compulsory in all indoor settings but are still required to be worn by all hospitality staff.

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 if they still require to wear 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.



## 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:

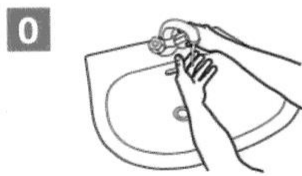
- Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:
  - On arrival at work
  - Before preparing or delivering food and/or beverages to tables
  - After collecting/clearing used food and beverage items
  - Before returning to food or beverage preparation areas
  - 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).

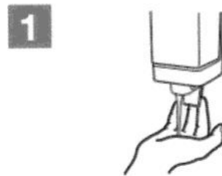
# How to Handwash?

**WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB**

**🕒 Duration of the entire procedure: 40-60 seconds**



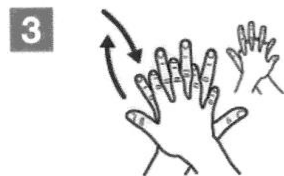
**0** Wet hands with water;



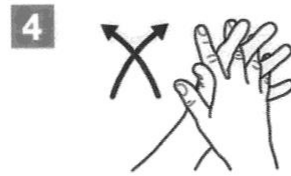
**1** Apply enough soap to cover all hand surfaces;



**2** Rub hands palm to palm;



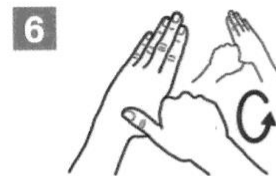
**3** Right palm over left dorsum with interlaced fingers and vice versa;



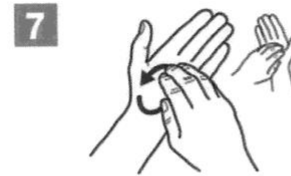
**4** Palm to palm with fingers interlaced;



**5** Backs of fingers to opposing palms with fingers interlocked;



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



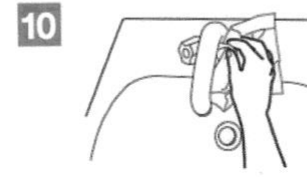
**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



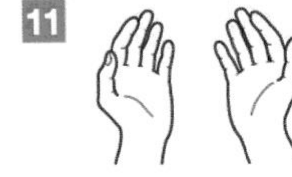
**8** Rinse hands with water;



**9** Dry hands thoroughly with a single use towel;



**10** Use towel to turn off faucet;



**11** 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.

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 – no density quotients apply
- Outdoor Bistro Area and Private Dining area to be used
- Menus to printed on A4, laminated and sanitized after every use, single use menus may also be used (recommended)
- Payment to be made at when ordering at bistro cashier with protection screen in use

## **Function Procedures**

- Open for service
- Function Rooms Available
  - Bistro
  - Ajax Room
  - Conference Room



- As of **Friday 25<sup>th</sup> February 2022** Dance Floors are now open.

### **Gaming now open**

All machines are now open

- 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 for patrons are not compulsory
- Face masks to be made available upon request to patrons for a cost of \$1.00 if still required

### **TAB**

- No density quotients in place, COVID-Safe Marshall present
- 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 <sup>th</sup> March 2021
6	26/05/2021	Updated new guidelines 24 <sup>th</sup> May 2021
7	11/06/2021	Updated new guidelines 11 <sup>th</sup> June
8	18/06/2021	Update 18 <sup>th</sup> June 2021
9	24/06/2021	Update 25 <sup>th</sup> June 2021
10	08/07/2021	Update 9 <sup>th</sup> July 2021
11	28/07/2021	Update 28 <sup>th</sup> July 2021
12	29/10/2021	Update 29 <sup>th</sup> October 2021
13	18/11/2021	Update 18 <sup>th</sup> November 2021
14	07/01/2022	Update 7 <sup>th</sup> January 2022
15	22/02/2022	Update 25 <sup>th</sup> February 2022

## Schedule 1 -Risk Assessment

<b>Hazard</b>	<b>What is the harm that the hazard could cause?</b>	<b>What is the likelihood that the harm would occur</b>	<b>What is the level of risk?</b>	<b>What controls are currently in place?</b>
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

**Western Australia**  
(08) 6373 2222

**Queensland**  
13 432 584

**Tasmania**  
1800 671 738

**Victoria**  
1800 675 398

**Australian Capital Territory**  
(02) 5124 9213

**South Australia**  
1300 232 272

**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 <a href="http://www.worksafe.vic.gov.au/report-incident">www.worksafe.vic.gov.au/report-incident</a>	
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/Ray Mamo will be the communications officer for all items related to the positive case at the club. Angie Mazziol/Ray Mamo 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.</i> <i>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>