

# COVID Safe plan

## Our COVID Safe Plan

Business name:	State Sports Centre Trust
Site location:	Sports House
Contact person:	Daniel Speed, General Manager – Corporate Services
Contact person:	(03) 9926 1520
Date prepared:	06/05/2022

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser made available at all venues at point of entry for staff, visitors &amp; contractors and at points throughout</li> <li>• Hand sanitiser &amp; wipes made available at stadium, change rooms, meeting rooms and communal spaces</li> <li>• Hand sanitiser and disinfectant wipes available in staff office areas and to Tenants</li> <li>• Professional cleaning contractor (Cirka) engaged to ensure that supply of consumables is uninterrupted, and that disposal of soiled consumables is in compliance with biosecurity controls.</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Air handling throughout venues meets EPA requirements &amp; is compliant with AS 1668 1-3 “The use of ventilation &amp; air-conditioning in buildings, AS/NZS 3666 1-3 “Air-handling &amp; water systems of buildings: Microbial control” &amp; AS 2913 “Evaporative air-conditioning equipment”</li> <li>• Building Services Manager prioritises air – flow in areas of higher physical exertion</li> <li>• Natural airflow optimised in preference to re-circulated air in ventilation &amp; air handling units</li> <li>• Excepting in compliance with Fire Regulation or Security, internal venue doors set to open to improve airflow and reduce person to surface contact.</li> </ul>
<p><b>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 staff that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>• SSCT Policy – Face Covering Masks in place as per Victorian Government Directions – currently all staff and patrons/visitors are not required to wear a face mask.</li> <li>• Staff encouraged to carry a Mask for use where physical distancing cannot be maintained.</li> <li>• Masks to continue to be made available for staff and patrons if required</li> <li>• If a worker is unable to return home immediately after testing positive onsite, the must be isolated from other workers, wear a face mask and remain at least 1.5m from any other person.</li> <li>• Staff deemed to be close household contacts to wear a face mask in sensitive work settings.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<ul style="list-style-type: none"> <li>• <i>SSCT Control of Infection Protocol in place, developed from clinical biosecurity best practice model.</i></li> <li>• <i>SSCT Policy – Face Coverings &amp; Masks continues to be in place and contains protocols for the safe use, handling &amp; disposal/laundrying of both disposable and re-usable face coverings which includes training.</i></li> <li>• <i>COVID-19 Online staff induction in place to ensure that all staff are aware of their personal and professional responsibilities in regard to social distancing &amp; workplace hygiene.</i></li> <li>• <i>Signage in place on good hygiene practices.</i></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• <i>High – touch items, such as door handles, lifts etc. cleaned regularly</i></li> <li>• <i>The cleaning instructions within the Cleaning Management Plan – Appendix J will be provided to all staff</i></li> <li>• <i>System of due diligence in place – review of Risk Assessments to conform that high – touch communal items are managed with appropriate biosecurity controls (substitution) and disinfectant schedule</i></li> <li>• <i>SSCT “Device Hygiene” Policy in place and process developed for staff to assess individual workspaces to identify common or communal items that present a risk of surface to person contagion. Management commitment to remove, replace, substitute or control access &amp; develop key cleaning protocols &amp; records for at risk items as part of COVID Management Controls</i></li> <li>• <i>Hand sanitiser available at all workstations and in the entrance to the building.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• <i>Routine &amp; diligent cleansing operations by cleaning contractors</i></li> <li>• <i>Isolation &amp; thorough clean of any area of suspected contamination</i></li> <li>• <i>Increased regularity or regular cleansing operations by cleaning contractors in all public areas</i></li> <li>• <i>Cleaning contractors sufficiently rostered to respond to reports of contamination</i></li> <li>• <i>Cleaning contractors are confirmed trained in terminal cleaning practices, as defined in their Safe Work Method Statements</i></li> <li>• <i>Cleaning contractors have appropriate PPE&amp;C to protect themselves and others</i></li> <li>• <i>Cleaning contractors have approved hazmat disposal arrangements in place</i></li> <li>• <i>Cleaning contractors maintain regular cleaning logs</i></li> <li>• <i>The cleaning instructions within the Cleaning Management Plan – Appendix J will be provided to all staff and instructors.</i></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• <i>Professional cleaning contractor (Cirka) engaged to ensure that supply of consumables is uninterrupted and that disposal of soiled consumables is in compliance with biosecurity controls.</i></li> <li>• <i>Cleaning products used by cleaning contractor conform with DoH approved products for the disinfection of COVID-19 contaminated surfaces.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>• <i>As per Victorian Government requirements only fully vaccinated workers may return to the work premises with no density quotients or restrictions in place. SSCT will retain vaccination information re relevant staff.</i></li> <li>• <i>Fully vaccinated office staff to return to office as directed by Management or on a case by case basis.</i></li> <li>• <i>Office workstations designed to maintain 1.5m physical distancing.</i></li> <li>• <i>Employees reminded of 1.5m physical distancing rule continues to apply where possible.</i></li> <li>• <i>Tenants responsible for own COVIDSafe Plans for workplace.</i></li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>• <i>Under current Government directions employees are able to work across multiple sites.</i></li> <li>• <i>All workers have access to RAT kits and advised to test up to 3 times weekly.</i></li> <li>• <i>All workers must allow for 1.5m physical distancing between workers and to staff encouraged to wear a face mask where physical distancing is not possible.</i></li> <li>• <i>SSCT Contractors required to upload individual COVIDSafe Plans onto Rapid Global Induction system.</i></li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• <i>Current Government direction is for organisations not screen visitors/patrons.</i></li> <li>• <i>Specific directives issued across multiple policy, procedure &amp; work instruction for staff not to attend workplace if unwell or have contracted COVID-19.</i></li> <li>• <i>Policy in place for employees attending the workplace to be provided with Rapid Antigen Test kits. Policy includes:</i> <ul style="list-style-type: none"> <li>○ <i>Employees directed to undertake up to 3 test weekly</i></li> <li>○ <i>Employees to report positive result to immediate Manager/Supervisor and self-isolate for 7 days</i></li> <li>○ <i>Employees deemed to be household contacts to undertake 5 RATs during the 7 day period and wear a face mask in sensitive settings whilst in the workplace.</i></li> </ul> </li> </ul> <p><i>Requirements specific to Mandatory vaccination:</i></p> <ul style="list-style-type: none"> <li>• <i>Staff</i> <ul style="list-style-type: none"> <li>○ <i>All relevant staff are required to upload proof of vaccination to People Support using the Dayforce system to be eligible to work shifts. Vaccination status is set up a required skill. Correspondence provided to all staff. People Support collect, hold and retain all relevant information.</i></li> </ul> </li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>• <i>1.5m physical distancing throughout building continues to be encouraged, however no density quotients or limits in place</i></li> <li>• <i>COVID In-Design Group formed to identify, develop &amp; facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure &amp; fittings throughout all SSCT Venues</i></li> <li>• <i>Office staff to return to office as directed by Management or one a case by case basis</i></li> <li>• <i>Tenants responsible for the management of individual participant social distancing.</i></li> <li>• <i>SSCT responsible for the management of casual booking participants.</i></li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• <i>Floor markings in place throughout public areas of building to assist with the maintenance of social distancing measures</i></li> <li>• <i>All staff onsite to actively monitor and enforce social distancing measures</i></li> <li>• <i>Staff workspaces allow for physical distancing when staff are working from the office</i></li> <li>• <i>Staff encouraged to take breaks external to building, where practicable, to minimise interactions in enclosed spaces.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Modify the alignment of workstations so that employees do not face one another.</b>	<ul style="list-style-type: none"> <li>• PPE&amp;C and cleaning equipment in place and instruction given to workers to safely maintain workplace hygiene at workstations</li> <li>• COVID In-Design Group formed to identify, develop &amp; facilitate workplace re-design and the progressive installation of COVID – Management Infrastructure &amp; fittings throughout all SSCT Venues.</li> </ul>
<b>Minimise the build-up of employees waiting to enter and exit the workplace.</b>	<ul style="list-style-type: none"> <li>• Building foyer can accommodate several persons at once</li> <li>• Employee and Tenant Employees start times are varied</li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>• COVID-19 Online staff induction in place to ensure that all staff are aware of their personal and professional responsibilities in regard to social distancing &amp; workplace hygiene.</li> <li>• New Staff inductions contains training on COVID-19.</li> <li>• Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</li> <li>• Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces.</li> </ul>
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<ul style="list-style-type: none"> <li>• Designated loading / unloading areas defined for delivery</li> <li>• Delivery drivers only granted access to building if necessary</li> </ul>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<ul style="list-style-type: none"> <li>• Office staff to return to office as directed by Management or on a case by case basis</li> </ul>
<b>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 <a href="#">‘four square metre’ rule</a>.</b>	<ul style="list-style-type: none"> <li>• Signage emplaced throughout all venues with clear directive to follow in terms of social distancing, workplace hygiene and health reporting</li> <li>• All Staff responsible for reporting and breach in posted venue requirements</li> <li>• Density Quotients currently do not apply.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	<ul style="list-style-type: none"> <li>• Contact details recorded for all staff, contactors, tenants, patrons and other visitors to venue are maintained via Rapid Induct.</li> <li>• COVID positive staff to notify close contacts (including work colleagues).</li> <li>• Information provided to other workers that an infectious team member has attended the workplace.</li> <li>• Tenants responsible for procedures in relation to managing COVID-19.</li> <li>• Department of Health reporting procedure emplace in the event of 5 or more confirmed cases in the workplace within a 7 day period.</li> </ul>
<b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	<ul style="list-style-type: none"> <li>• Formal SSCT Incident reporting policy in place.</li> <li>• Formal SSCT Health Monitoring &amp; reporting policy in place.</li> <li>• Specific COVID-19 Health reporting process in Control of Infection Team protocol in place.</li> <li>• SSCT Prevention &amp; Control of Communicable Diseases in the Workplace policy in place with reporting requirements.</li> <li>• Under current Health Directions Testing and reporting requirements are: <ul style="list-style-type: none"> <li>○ Workers who are symptomatic are required to undertake a Rapid Antigen Test (RAT) or a PCR test if they cannot access a RAT and self-quarantine until they receive a negative result.</li> </ul> </li> </ul>

Guidance	Action to ensure effective record keeping
	<ul style="list-style-type: none"> <li>○ Workers who test positive must advise SSCT immediately and notify anyone they came into contact with for 15 minutes face to face, or 2 hours in the same indoor space.</li> <li>○ Workers must also notify the Health Department and follow the Department's checklist.</li> <li>○ Workers deemed to be household close contacts may attend the workplace however are required to undertake 5 Rapid Antigen Test during the 7 day period.</li> <li>○ If a Worker tests positive on any RAT, they must report to the Department of Health and SSCT immediately and isolate for seven days.</li> <li>○ RAT kits being made available to staff and SSCT RAT Policy encourages staff to test up to three times a week.</li> <li>○ SSCT to notify Department of Health if there have been 5 or more cases within a 7 day period via the COVID-19 outbreak notification form.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	<ul style="list-style-type: none"> <li>• Specific Risk Assessments in place to estimate risk potential and business impacts of outbreak and closure of venues</li> <li>• Operational planning developed from risk assumptions</li> <li>• All documented processes and risk assessments reviewed monthly (or at need) by SSCT Operational Risk Committee / Management Operational Risk Group</li> <li>• All documented processes updated to reflect changes to health directives issued under the Victorian Public Health &amp; Wellbeing Act 2008 (Pandemic Orders) and other Statutory Legislation.</li> </ul>
<b>Prepare to assist DoH with contact tracing and providing staff and visitor records to support contact tracing.</b>	<ul style="list-style-type: none"> <li>• Under current Government directions this is no longer required.</li> </ul>
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	<ul style="list-style-type: none"> <li>• SSCT COVID-19 Operational Plan contains specific Cleaning Management processes</li> <li>• Formal process in place for terminal cleaning by approved cleaning contractor (Cirka)</li> <li>• Cleaning contractor retains professional ISO Accredited Occupational Hygienist services (Bio Safety) (ISO 9001 / ISO 17025 / ISO 14001 compliant) to perform specialised DH / HACCP microbial disinfection</li> <li>• Occupational Hygienist retains formal records of services as required in legislation.</li> </ul>
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	<ul style="list-style-type: none"> <li>• SSCT Control of Infection Team protocol specifies formal processes for the identification &amp; control of suspected or confirmed cases in employees and other persons during work hours.</li> <li>• Staff trained in the enactments of Control of Infection Team protocol.</li> <li>• Control of Infection Team responders have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</li> <li>• Control of Infection Team Protocol specifies management responsibilities and reporting requirements in the event of a suspected or confirmed case of infection.</li> </ul>
<b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	<ul style="list-style-type: none"> <li>• SSCT Control of Infection Protocol in place – specifies process for communication of confirmed or suspected cases to Statutory Authority and internal stakeholders.</li> <li>• Control of Infection Team responders have completed Australian Government Department of Health, COVID-19 Infection Control online training module.</li> <li>• Employee consultation maintained through regular monthly meetings of worker Operational Risk Committee.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• <i>Reporting to WorkSafe no longer required specifically confirmed cases of COVID-19 in the workplace.</i></li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>Extensive ongoing monthly / at need risk assessment and formal notification from the Victorian Government permits SSCT Venues to remain open to maintain facilities, ensure continuance of approved capital works and service the needs of High Performance &amp; Professional Sports &amp; Public access (under restrictions) under COVID restrictions and in compliance to Directives issued under the Victorian Public Health &amp; Wellbeing Act 2008.</i></li> </ul>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_