

# COVIDSafe Plan

## Our COVIDSafe Plan

Business name:	La Trobe University – Sport
Site location:	Indoor Sports Centre, Sports Stadium, Sports Pavilion and Fields
Contact person:	Jai Haddock – Senior Operations Coordinator: Sport
Date prepared:	24/11/2021

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, patrons &amp; contractors engaged with essential/maintenance/commissioning works.</li> <li>- 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>- Combination of air handling systems (fan cool units, evaporative cooling, fans, louvre controls) adjusted to promote natural air flow in lieu of recycled air.</li> <li>- Promotion of air – flow in areas of higher physical exertion e.g., gym, courts, studio.</li> <li>- Where practical (security and regulations) doors and windows are opened to promote natural air flow.</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>- Approved face masks must be worn at all times for persons aged 8 and over unless you have a medical exemption or whilst exercising. See government website for detail.</li> <li>- Additional face masks and PPE have been made available for staff and can be ordered through the First Aid supplier Brenniston.</li> </ul>
<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>- 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>- Return to work participant induction conducted for all returning workers.</li> <li>- Signage advising of proper hand washing and hygiene techniques.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- Strategies implemented to minimise frequently touched objects in high-risk areas such as communal kitchen facilities, reception, change room facilities, gym, offices etc.,</li> <li>- Members to scan their own cards at reception when signing in.</li> <li>- All drinking fountains mouthpieces to remain out of order</li> <li>- High – touch items, such as sporting equipment &amp; balls are subject to controls by Sporting teams &amp; associations in line with their own covid safe plans</li> <li>- Utilise QR code-based collateral in lieu of physical brochures and forms.</li> <li>- Staff and tenants encouraged to bring their own eating utensils, crockery, mugs, glasses etc.</li> <li>- La Trobe Sport Staff to wipe down and disinfect commonly touched workstation objects after use e.g., mouse, keyboard, phone, desk using workstation cleaning kits provided. Cleaning schedules adapted and integrated into staff schedules to ensure greater accountability.</li> <li>- Cashless payment only.</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>- Additional daily cleaning schedules for amenities and common areas completed by Cirka. This includes restocking of cleaning supplies and hand sanitiser.</li> <li>- Additional sweeps completed by LTS staff to ensure all regular stock is available and to assess any spot cleaning requirements.</li> <li>- La Trobe Sport Staff to wipe down and disinfect commonly touched workstation objects after use e.g., mouse, keyboard, phone, desk using workstation cleaning kits provided. Cleaning schedules adapted and integrated into staff schedules to ensure greater accountability.</li> <li>- Signage outlining proper cleaning methods and procedures for equipment.</li> <li>- Cleaning contractors have appropriate PPE to protect themselves</li> <li>- Cleaning contractors have approved hazmat disposal arrangements in place in the case of and confirmed outbreak.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning contractor (Cirka) engaged to ensure that supply of consumables is uninterrupted, and that disposal of soiled consumables follows biosecurity controls.</li> <li>- Cleaning products applied by cleaning contractor conform with DHHS approved products for the disinfection of COVID-19 contaminated surfaces</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 and/or must work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>- Staff are advised to work from home when able.</li> <li>- All meetings of people that can be done remotely, must be done remotely (phone, video call etc). Where applicable meetings should be held outdoors in open air as a secondary measure to mitigating risk.</li> <li>- Staff issued with the necessary equipment to facilitate work off site.</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>- Workplace bubbles have been created within the La Trobe Sport team to minimise the impact in the case of an outbreak. Rotating established on a 'do we really need to be here' basis to assist front line staff team.</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>- Service Victoria QR Code check-in at designated Point of Entry at all venues with dedicated staff, trained in Access Protocols to manually assist patrons having trouble with the Service Victoria QR Code check-in.</li> <li>- Specific directives issued across multiple policy, procedure &amp; work instruction for staff not to attend workplace if unwell or suspect they may be a direct contact for a person who is unwell.</li> <li>- Any eligible person entering the facilities must be fully vaccinated and provide proof of vaccination to frontline staff unless they have a valid medical exemption.</li> <li>- Vaccination leave in place to support staff in the case of a positive test.</li> <li>- Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>- Density limit of one person per two sqm rule applies in hospitality setting only.</li> <li>- Members to 'scan' their own cards upon entry and come with prefilled membership forms to ensure no physical exchange.</li> <li>- Screen guards utilised a customer facing areas where social distancing is not possible.</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>- Temporary barriers in place throughout public areas of venues to assist with the flow of traffic.</li> <li>- Alternative entry and exit points utilised for larger scale bookings where capacity limits may be exceeded.</li> </ul>

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<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<ul style="list-style-type: none"> <li>- Offices restructured to ensure all desks are at least 1.5m apart including the removal of some workstations.</li> <li>- Individual sanitising stations to be set up at each workstation to be utilised between uses.</li> </ul>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>- Rostered shifts staggered to ensure that sanctioned staff do not commence shift en-masse.</li> <li>- Staff encourage to minimise the handover period between shifts to ensure minimal transmission.</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<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>- Return to work participant induction conducted for all returning workers.</li> <li>- Key staff have completed Australian Government Department of Health, COVID-19 Infection Control training online module.</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>- La Trobe University Mail Room to be utilised for items that are easy to move and less time sensitive.</li> <li>- Delivery drivers only granted access to venue if necessary.</li> <li>- Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>- Workplace bubbles have been created within the La Trobe Sport team to minimise the impact in the case of an outbreak and prioritize business continuity. Rotating established on a 'do we really need to be here' basis to assist front line staff team.</li> </ul>
<p><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></p>	<ul style="list-style-type: none"> <li>- Signage emplaced throughout all venues with clear directive to follow I terms of social distancing, workplace hygiene and health reporting.</li> <li>- All Staff responsible for reporting and breach in posted venue requirements.</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li>- Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</li> <li>- All contractors also required to sign in and out at Infrastructure and Operation central system.</li> <li>- All staff to sign on and off shift using Deputy Rostering System.</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>- <i>University Control of Infection Protocol in place – specifies process for contact training and health reporting to Statutory Authority and internal stakeholders.</i></li> <li>- <i>La Trobe University Incident Reporting System in place.</i></li> <li>- <i>Additional PPE in the form of face shields and protective eyewear is required when handling any minor first aid incident.</i></li> </ul>
<p><b>Ensure patrons on site hold necessary covid vaccinations</b></p>	<ul style="list-style-type: none"> <li>- <i>Each eligible patron who enters La Trobe Sport facilities will be screened and required to show proof of vaccination</i></li> <li>- <i>Communications sent out outlining vaccinations as a condition of entry</i></li> <li>- <i>Signage implemented outlining vaccinations as a condition of entry</i></li> <li>- <i>Each booking required to sign off on a declaration they will adhere to health guidelines in place at the time.</i></li> <li>- <i>Staff training implemented for the approved proof of vaccination and eligible exemptions.</i></li> <li>- <i>Training in place around what to do in the case of an unvaccinated person.</i></li> </ul>
<p><b>Ensure staff member on site hold necessary covid vaccinations</b></p>	<ul style="list-style-type: none"> <li>- <i>All staff working on site are required to hold a vaccination in line with university and government policy.</i></li> <li>- <i>'Training' requirement built into casual rostering system to prevent staff from being rostered on shift without necessary vaccinations.</i></li> <li>- <i>All full time staff also required to upload vaccination record to gain workers permit.</i></li> </ul>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>- <i>Workplace bubbles have been created within the La Trobe Sport team to minimise the impact in the case of an outbreak and prioritize business continuity. Rotating established on a 'do we really need to be here' basis to assist front line staff team.</i></li> </ul>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>- <i>Service Victoria QR Code Screening process for all persons permitted onsite for longer than 15 minutes.</i></li> <li>- <i>Envibe booking systems in place to assist contact tracing.</i></li> <li>- <i>People counters used to assist contact tracing.</i></li> <li>- <i>CCTV in place to assist with contact tracing.</i></li> </ul>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<ul style="list-style-type: none"> <li>- <i>La Trobe Sport has undertaken a number of scenario-based outcomes to assess the actions and implications for business continuity.</i></li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>- <i>La Trobe Sport has implemented a formal chain of command and communicated this to staff. In the situation of a confirmed case, staff is to notify University Health and Safety Team who will escalate to Government Department of Health.</i></li> <li><i>In the case of a close contact and order to isolate, staff to contact reporting manager to report to Senior Operations Coordinator who will then escalate accordingly.</i></li> </ul>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>- <i>Specific process for communication of confirmed or suspected cases to Statutory Authority and internal stakeholders.</i></li> <li>- <i>Employee consultation maintained through regular fortnightly meetings of worker Operational Risk Committee.</i></li> </ul>
<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>La Trobe Sport recognises the duty of Regulatory notification of Notifiable Incidents, including those relating to workplace health and specifically confirmed cases of COVID-19 in the workplace.</i></li> </ul>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>- <i>Ongoing risk assessment process conducted as restrictions and circumstances change as discussed by the La Trobe Sport Covid Working Group in consultation with the La Trobe University Health &amp; Safety Team.</i></li> <li>- <i>All non-sporting events to submit individual risk assessments based on the requirements of the booking. To be approved by university events team and health and safety as per 'LTU Events Covid Protocol' including requirements around 'government registered events.'</i></li> </ul>

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

**Name** Jai Haddock – Senior Operations Coordinator (Sport)

**Date** 18.01.2022