



## About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

### In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVID Safe Plan.
- This COVID Safe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVID Safe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVID Safe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

**If you are in a high risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at [vic.gov.au](https://vic.gov.au).**

## How to develop your COVID Safe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at [vic.gov.au](https://vic.gov.au).

### 2. Prepare your plan

Below is the COVID Safe Plan template which you will need to complete. The COVID Safe Plan is grouped into six COVID Safe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVID Safe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

**Mandatory requirements under public health direction feature this symbol:** 

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVID Safe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).



### 3. Keep your plan up to date

Your COVID Safe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVID Safe Plan for each worksite.

You do not have to lodge your COVID Safe Plan with the Victorian Government, however, you may need to provide your COVID Safe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVID Safe plan.

### 4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

**For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [vic.gov.au](https://vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## Your COVID Safe Plan

Business name: Aquarena Aquatic and Leisure Centre

Plan completed by: Bobby Savic – Assistant Centre Manager

Date reviewed: Date Created: 11/12/2020  
Date reviewed: 19/11/2021



# 1. Ensure physical distancing

## Requirements

## Action



**You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Health Covid Marshalls ensuring all patrons in attendance QR code prior to entry and are double vaccinated. Signage and floor markings in place across the facility indicating required social distance. Health Covid Marshalls monitoring distance and providing necessary guidance and education to the public in all operating areas. Staff workforce staggered, staff working from home, contactless delivery protocols, in place.



**You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:**

- There is no more than one worker per four square metres of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Physical distancing for staff and patrons encouraged. Signage in place indicating social distancing,

**You should provide training to workers on physical distancing expectations while working and socialising. This should include:**

- Informing workers to follow current public health directions when carpooling. This can be found at [vic.gov.au](http://vic.gov.au)

All staff completed mandatory Covid 19 training. Relevant training provided to staff. Regular and relevant updates sent to staff. Staff given access to all COVID-19 documentation resources.

## If your industry is restricted or heavily restricted, you must also:



Reduce workers levels in accordance with industry directions.



Limit number of patrons in accordance with industry directions.



Have no carpooling.



### **Heavily Restricted Industries Only**

Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.



## 2. Wear a face covering

### Requirements

### Action



**You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:**

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Staff provided with necessary additional PPE relevant to their position in facility. Staff and patrons encouraged to wear masks despite not being mandatory.

You should install screens or barriers in the workspace for additional protection where relevant.

Protection screen installed throughout the facility.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

All staff completed mandatory training which included PPE and hygiene components. Staff provided with both reusable and single use masks.

**There are no additional requirements for restricted or heavily restricted industries.**



### 3. Practise good hygiene

#### Requirements

#### Action



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

**You should:**

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Staff undertake cleaning every 60 minutes. Frequent wipe down of high-traffic touch points. Signage in place promoting good hygiene and Face Masks to be worn. Hand sanitizer and Wow Wipe stations provided around the facility for staff/customers to use (entry/exit/high traffic touch points).



You should display a cleaning log in shared spaces.

All areas have cleaning check lists in place which require hourly completion. Specific tasks allocated.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Numerous sanitising stations, dispensers, and sanitising wipes available to both staff and patrons. Signage in place to further accompany good hygiene.

#### If your industry is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.



## 4. Keep records and act quickly if workers become unwell

### Requirements

### Action



You must support workers to get tested and stay home even if they only have mild symptoms.

Staff with symptoms to immediately report to the Centre Manager and Assistant Centre Manager and self-isolate for min 14 days or until cleared. Managers to follow up on staff well-being and provide support where applicable.



**You must develop a business contingency plan to manage any outbreaks. This includes:**

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Follow the Belgravia Response Plan inclusive of: Immediately notify Facility Manager and WHS Manager at Head Office Report the COVID-19 incident online through the online COVID-19 Incident Report Form. Affected staff member/customer to immediately go home and isolate for at least 14 days. Visit GP, medical professional, COVID-19 testing centre. Contact tracing to inform potential exposures. All areas to be cleaned/disinfected (deep clean of facility). If positive results, follow guidelines of WorkSafe or Health Dept. Staff member/customer unable to return until medically cleared. Site closures where necessary and only after CEO approval. Regular review of procedures. Local level staff to work with the WHS Manager through all stages of the Belgravia Response Plan.

You must keep records of all people who enter the workplace for contact tracing.

QR Code in place, System tracking of members. Patrons must be double vaccinated to enter the facility. Minimum age required for double vaccination, 12 years and 2 months.

You should implement a screening system that involves temperature checking upon entry into a workplace.

Signage in place encouraging to stay at home if symptoms experienced.



**If your industry is restricted or heavily restricted, you must also:**



#### **Restricted Industries**

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

#### **Heavily Restricted Industries**



Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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## 5. Avoid interactions in enclosed spaces

### Requirements

You should reduce the amount of time workers are spending in enclosed spaces.

This could include:

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

### Action

Air conditioning system fully optimised  
Staff on premises are mobile moving from outdoors to indoors. Rotations and breaks encouraged.

There are no additional requirements for restricted or heavily restricted industries.





## 6. Create workforce bubbles

### Requirements

You should keep group of workers rostered on the same shift at a single worksite and ensure there is no overlap of workers during shift changes

### Action

Staggered work force in place, Staff to work on alternate days.  
Consider working from home if possible

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

n/a

### If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites.



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.



## COVID Safe Plan Guide

This guide has been designed to accompany your COVID Safe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVID Safe Plan.  
For further information go to [vic.gov.au](https://vic.gov.au).



# 1. Ensure physical distancing

## Requirements

## Action (examples)



**You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

- Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas
- Allocate different doors for entry and exit
- Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit
- Use floor markings to provide minimum physical distancing guides at entrances and exits
- Establish contactless delivery or invoicing.
- Display signage for delivery drivers.
- Identify designated drop off areas.
- Outlining the maximum occupancy of areas that are open to the general public, and information about signage



**You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:**

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
- Comply with relevant density quotient and signage requirements in the Workplace Directions

**You should provide training to workers on physical distancing expectations while working and socialising. This should include:**

- Informing workers to follow current public health directions when carpooling. This can be found at [vic.gov.au](http://vic.gov.au)

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring appropriate information on the use of face coverings and PPE
- Ensure compliance with restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there



## 1. Ensure physical distancing (continued)

If your industry is restricted or heavily restricted, you must also:



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Reduce workers levels in accordance with industry directions.



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Limit number of patrons in accordance with industry directions.



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Have no carpooling.



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**Heavily Restricted Industries Only**

Have workers only attend work if permitted.  
Workers in permitted work premises must work from home, if they can.

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## 2. Wear a face covering

### Requirements

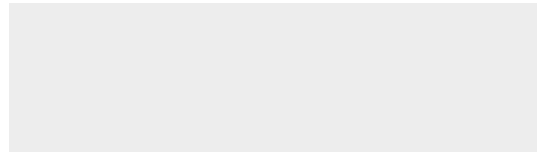


**You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:**

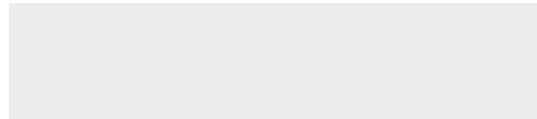
- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own
- A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements

### Action (examples)

- Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn
- Monitoring use of face coverings in all workers, unless a lawful exception applies

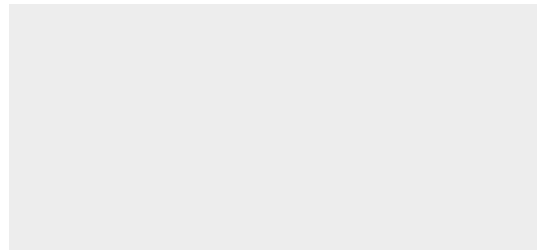


You should install screens or barriers in the workspace for additional protection where relevant.



You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.



**There are no additional requirements for restricted or heavily restricted industries.**



### 3. Practise good hygiene

#### Requirements



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

#### Action (examples)

- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- Provide information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- Swapping shared coffee and condiments for single serve sachets
- Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment
- Provide workers with their own personal equipment, labelled with their name

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You should display a cleaning log in shared spaces.

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You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

- Location of hand sanitiser stations throughout the worksite
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of soap and sanitiser
- Ensuring workers have information on how to wash and sanitise their hands correctly

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#### **If your industry is restricted or heavily restricted, you should also:**

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Conduct an audit of cleaning schedules.

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## 4. Keep records and act quickly if workers become unwell

### Requirements

### Action (examples)



You must support workers to get tested and stay home even if they only have mild symptoms.

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case



**You must develop a business contingency plan to manage any outbreaks. This includes:**

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

- Establish a process for notifying workers and close contacts about a positive case in the workplace.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying Worksafe that the site is reopening



You must keep records of all people who enter the workplace for contact tracing.

- Consider implementing temperature checking
- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all workers
- Provide information on protocols for collecting and storing information

You should implement a screening system that involves temperature checking upon entry into a workplace.



## 4. Keep records and act quickly if workers become unwell (continued)

If your industry is restricted or heavily restricted, you must also:



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### **Restricted Industries**

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



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### **Heavily Restricted Industries**

Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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## 5. Avoid interactions in enclosed spaces

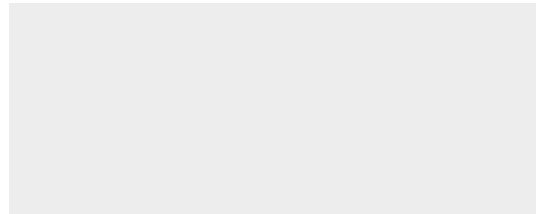
### Requirements

**You should reduce the amount of time workers are spending in enclosed spaces. This could include:**

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

### Action (examples)

Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift



**There are no additional requirements for restricted or heavily restricted industries.**



## 6. Create workforce bubbles

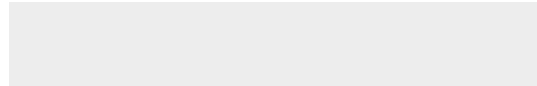
### Requirements

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

### Action (examples)

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimise time in shared facilities when taking breaks
- Ensure groups of workers do not mix across different shifts

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.



### If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites.



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.