

COVID Safe Plan - November

MULGRAVE COUNTRY CLUB

Our COVID Safe Plan

Business name:	MULGRAVE COUNTRY CLUB
Site location:	CNR WELLINGTON & JELLS ROAD WHEELERS HILL 3150
Contact person:	Kerry Scarlett
Contact person phone:	(03) 9582 4600
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<p><i>Hand sanitiser stations are available at the club's entry for employee, member, guest and contractor to use as well as throughout the venue.</i></p> <p><i>Duty Manager to check at commencement of each shift if sanitiser, hand soap and paper towels need replenishing.</i></p> <p><i>Signage is displayed at wash points throughout the club on how to wash and sanitise hands correctly.</i></p> <p><i>Assistant Manager to ensure compliance on all of the above.</i></p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p><i>Airconditioning is on in all indoor operating areas.</i></p>
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.	<p><i>All employees will conform to the wearing of face masks as per the DHHS recommendations in the workplace.</i></p> <p><i>Employees may use their own cloth face mask or a disposable face mask. Disposable face masks are available for employees to use at the club.</i></p> <p><i>Employees can wear gloves to perform duties, however they must be changed regularly and disposed of correctly.</i></p> <p><i>Managers, Duty Managers and Supervisors are to ensure compliance by staff,</i></p>
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).	<p><i>Wearing a face covering helps keep you and others safe. Coronavirus is spread from close contact with a person with Coronavirus. Face coverings help stop droplets spreading when someone speaks, laughs, coughs or sneezes, including someone who has Coronavirus but feels well.</i></p> <p><i>The best way to protect other people against Coronavirus is keeping 1.5 metres apart, wash your hands often, and cough or sneeze into your elbow or tissue. Face</i></p>

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	<p><i>coverings are an additional protective physical barrier to protect you and your loved ones.</i></p> <p><i>A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask. Re-using a cloth mask without washing is risky because it can become contaminated. Single use/disposable face masks must be placed in the bin after use.</i></p> <p><i>Employees have been educated in the correct way to wear, dispose of and care for face masks.</i></p> <p><i>Employees are permitted to wear disposable gloves to perform tasks. However, the gloves must be regularly replaced and disposed of correctly.</i></p> <p><i>Employees are not permitted to attend work if unwell or being tested for Coronavirus. They must isolate at home until results are received between 1-3 days. The club requires a copy of the results of Coronavirus testing before an employee can return to work. Employees can only return to work with negative results. If an employee tests positive, they must isolate until they receive clearance from the DHHS. The General Manager must be informed immediately.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Electronic payment preferred however cash is accepted.</i></p> <p><i>Complimentary hot drinks and water are self-served in the gaming room and at functions. There is signage and sanitiser at these stations to remind patrons to sanitise before making their drink/s.</i></p> <p><i>Individually wrapped straws and toothpicks</i></p> <p><i>Contactless bins throughout venue</i></p> <p><i>Where possible employees are to use their own equipment and avoid sharing</i></p> <p><i>Where possible the club will ensure that straws, cutlery, crockery, condiments, sauces, cups, water jugs and any other food or beverage products are not left in a place accessible by patrons.</i></p> <p><i>Sporting equipment must be sanitised between players use. This includes but not limited to bowls & snooker equipment.</i></p>

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Employees are to sanitise/disinfect their work area at the commencement, during and completion of each shift.</i></p> <p><i>Covid Marshal is always on duty whilst venue is open. A Covid Check-In Marshal is on duty at Meet & Greet</i></p> <p><i>Covid Marshal is to sanitise/disinfect all high touch surfaces at the commencement, during and at the completion of each shift. These surfaces include EGM, tables, chairs, EFTPOS, registers, lifts, lift buttons, door handles, benches, toilet doors, smoking areas, EBT etc</i></p> <p><i>A cleaning log is used by the Covid Cleaner during their shift to record cleaning throughout the club.</i></p> <p><i><u>Lemon proof (yellow)</u> - General spray and wipe should be used for all high touch surfaces. Tabletops, chairs, and any bar / bench tops. All sanitising must be performed with this product. Apply with a yellow chux. When sanitising electronics, spray onto chux then apply. Do not spray directly onto electronics.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>The Thursday rostered Duty Manager and Head Chef are responsible to check that adequate supplies of cleaning products and sanitizer are available for use and reorder as required.</i></p> <p><i>Assistant Manager to follow up and ensure compliance.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>General Manager and Assistant Manager can work from home when practical.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Employees are to notify Assistant Manager if they are working another job/s. The employee is to keep accurate records of where they are working and the times.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Employees must complete a health questionnaire and have their temperature taken at the commencement of each shift. If an employee answers yes to any symptoms or has a temperature over 37.5oC the General Manager must be informed immediately. The employee must leave the club immediately and remain in their car. The General Manager will contact the employee via their mobile phone.</i></p> <p><i>Employees, members, guests and contractors must not attend the club when unwell. If an employee, member, guest or contractor has any symptoms of fever, chills, sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell - do not come to the club. Staff must notify the Assistant Manager with as much notice as possible so the shift can be covered. Any employee with the Coronavirus symptoms must stay home and be tested.</i></p> <p><i>Employees, members, guests and contractors must not attend the club if they are being tested for Coronavirus. Employees must notify club of results. If results are positive General Manager must be informed immediately</i></p> <p><i>All Employees, Members, Guests and Contractors must scan the Victorian Government QR Code Service upon arrival at the venue.</i></p> <p><i>All Members, Guests and Contractors must sign into the venue using the electronic sign in tablets located in the reception foyer, members lounge or TAB. The sign in tablets accept drivers licence, learners permit, proof of ID key card or they can be used manually. All users must also provide a phone number and proof of double vaccination as part of the Covid-19 sign in procedure. All guests and contractors will be issued a docket which they must carry whilst in the venue. All guests and contractors must scan out using their original docket when departing the venue. Members must swipe their membership card when leaving the venue.</i></p> <p><i>Children over the age of 12 years and two months must be fully vaccinated to enter the club, play bowls and/or squash except those with medical exemptions. Children under 12 years and two months old do not need to be vaccinated but must be accompanied by fully vaccinated adult/s. The government has said that 12year olds do not have to provide ID as long as their certificate or mobile vaccination proof is of the legit certificates as described.</i></p> <p><i>If the club reasonably believe a person on the premises has symptoms associated with Covid-19, the club will ask the person to leave immediately, notify the person that they should be tested for Covid-19 at the nearest testing location, and keep a record of any such person in the Covid-19 Safe Plan folder and make it available to relevant Government Agency or Police upon request.</i></p>
<p>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.</p>	<p><i>Social distancing to be always practised where practical.</i></p> <p><i>There are currently no capacity restrictions in place</i></p> <p><i>Sneeze guards are installed throughout the venue</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Floor markers are in use. Supervisors are to ensure social distancing markers are well presented and in place every day</i></p>

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<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Workstations comply – no employees face one another.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>Employees rostered at staggered times to eliminate everyone arriving at the same time.</i></p> <p><i>Employees to sign on with Deputy program and complete health questionnaire and temperature check prior to the start of their shift. Employee to wipe Deputy screen, pen and thermometer directly after use and sanitise their hands.</i></p> <p><i>All Employees must scan the Victorian Government QR Code Service upon arrival at the venue.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Two training sessions to date have been conducted addressing physical distancing, socialising, leaving the workplace promptly on completion of shifts, hygiene, sanitising and disinfecting requirements.</i></p> <p><i>All employees have completed online COVID-19 training in addition to the inhouse training sessions. Staff are required to complete the online COVID-19 training every 12 months.</i></p> <p><i>All employees have received advice on how to wear and care for face masks.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Physical distancing protocols in place</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Work rosters where possible ensure physical distancing.</i></p>
<p>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 ‘four square metre’ rule.</p>	<p><i>Signage and social distancing markers are displayed throughout the venue.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p> <p>Venue Capacities</p> <p>Double Vaccination Certificates</p>	<p><i>All Members, Guests, Contractors and Workplace Inspectors must supply contact name and number on arrival which is recorded and keep for a period of 28 days. This information is stored confidentially and securely.</i></p> <p><i>All Employees, Members, Guests and Contractors must scan the Victorian Government QR Code Service upon arrival at the venue or access to the venue will be denied. For Employees, Members, Guests and Contractors who do not have a smart phone to scan the QR code there is a Service Victoria Kiosk available for their use.</i></p> <p><i>In addition to QR Code Signing In all Members, Guests and Contractors must sign into the venue using the electronic sign in tablets located in the reception foyer for Liquor Licensing requirements.</i></p> <p><i>The sign in tablets accept drivers licence, learners permit, proof of ID key card or they can be used manually. All users must also provide a phone number and proof of double vaccination as part of the Covid-19 sign in procedure. All guests and contractors will be issued a docket which they must carry whilst in the venue. All guests and contractors must scan out using their original docket when departing the venue.</i></p> <p><i>All entry and exit to the Club is preferred via the main entrance where there is a Covid Check-In Marshal.</i></p> <p><i>A digital version of vaccination certificates are stored on Employment Hero</i></p> <p><i>This information will be stored securely and confidentially. At any time, an Authorised Officer may ask to for this information to be produced.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Employees must report to a supervisor/manager if they notice an unwell worker who reports for duty.</i></p> <p><i>Employees are instructed to stay home if unwell. Get tested at a nearby testing location and then return home immediately. Employees will not be permitted back into the club without providing proof of a negative result.</i></p> <p><i>The club will remove and/or ban a person who acts or behaves recklessly, irresponsibly and disobediently, such as deliberately or repeatedly fails to observe social distancing or personal hygiene standard or ignore requests or directions by the club's staff to engage in, or refrain from engaging from acts or behaviours which are associated with poor health standards</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>If someone who tested positive worked while they were infectious, they are required to tell the General Manager immediately.</i></p> <p><i>The club management must identify and inform other staff who are contacts (including sub-contractors, but not patrons).</i></p> <p><i>These contacts are required to:</i></p> <ul style="list-style-type: none"> • <i>get a standard (PCR) test at a testing centre within 24 hours and stay isolated until they return a negative result</i> • <i>and show the workplace evidence of that result before they return to work.</i> • <i>Contacts and covid status will be documented and stored</i>

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	<p><i>The club is not required to provide the list of contacts to the Department of Health, unless specifically asked (e.g. in the case of an emerging outbreak).</i></p>
<p>Prepare to identify close contacts and provide staff and visitor records to support contract tracing.</p>	<p><i>Management will retrieve both visitor/contact records and staff rosters to support contract tracing. These records will be prepared 48 hours prior to the onset of symptoms in the suspected case or 48 hours prior to the positive test in asymptomatic that include all rosters and workers details, along with contractors, members, visitors and workplace inspectors details</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Employee and visitor records are readily available for contact tracing and are kept for 28 days.</i></p> <p><i>DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the club and provide close contact lists.</i></p> <p><i>The General Manager and managers will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and workers details, along with contractors, members, visitors and workplace inspectors. This will assist in contact tracing should the employee test positive.</i></p> <p><i>For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Deep cleaning/disinfecting will be undertaken by professional cleaners</i></p> <p><i>Where a case is confirmed to have been in the workplace, cleaning will be undertaken in accordance with DHHS guidance. The General Manager will undertake a risk assessment to determine whether the club (or part of the club) should be closed.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>General Manager to be contacted immediately.</i></p> <p><i>An employee suspected to have Coronavirus will be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker must wear a mask and be physically distanced from all other people. This employee will be advised to undergo a Coronavirus test and self-quarantine.</i></p> <p><i>General Manager to determine what areas of the club were affected. General Manager to immediately contact DHHS for consultation. Enable contact tracing documents for DHHS and notify affected staff. Contact WorkSafe. Possibly close venue and facilitate full venue deep cleaning.</i></p> <p><i>The employee is to remain in isolation until cleared by DHHS.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>If required the General Manager will request assistance from Assistant and Operations Managers to notify staff and visitors to the club.</i></p> <p><i>For a confirmed case, the General Manager and managers will inform employees, contractors, members, visitors and workplace inspectors who are close contacts and direct them to stay in self isolation (ahead of the DHHS contact tracing process).</i></p> <p><i>For all suspect or confirmed cases, General Manager and managers will inform all employees at the club to be vigilant about the onset of Coronavirus symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>WorkSafe to be notified by the General Manager immediately of a confirmed case.</i></p> <p><i>The General Manager must comply with any directions from DHHS and WorkSafe as to closure or cleaning</i></p> <p><i>Refer to WorkSafe document "Report a confirmed Coronavirus diagnosis".</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Conform with DHHS requirements for reopening.</i></p> <p><i>Confirmation required that the employee (with a suspected or confirmed case) does not have Coronavirus before returning to club</i></p> <p><i>General Manager to notify Worksafe that the club is reopening</i></p>

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

Signed _____

Name Kerry Scarlett

Date 19/11/2021