

KOOYONG LAWN TENNIS CLUB

COVID SAFE PLAN

Business name:	KOOYONG LAWN TENNIS CLUB
Site location:	489 GLENFERRIE ROAD, KOOYONG 3144
Contact person:	CHRIS BROWN – CHIEF EXECUTIVE OFFICER
Contact person phone:	9822 3333
Date prepared:	19 th November 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Sanitiser stations	<ul style="list-style-type: none">• The Club executes a hygiene policy which Members and staff have been regularly informed and educated about. It outlines the benefits of safe hygiene practices throughout the outbreak.• Safe hygiene posters are up around the Club in prominent positions.• The Club has provided hand sanitiser on entry and exit points of the clubhouse, Pavilion and to the court precinct.• Hand sanitiser is provided in each Member area of the clubhouse including the food and beverage areas, gymnasium, pool, fitness studio, billiards room, tennis courts and squash courts.• Hand Sanitiser is provided in all staff areas of the Club (for staff use) including the bar, kitchen, administration area, pro shop, coach's office, pool, gym and maintenance sheds.• Hand soap and paper towels are used throughout the Club.
Personal Protective Equipment	<ul style="list-style-type: none">• All Members, guests and staff are advised to comply with government directions including carrying face masks when on the premises, unless a lawful exception applies.• Staff wear face masks in the clubhouse when required by government directions.• There is only medical exception from staff in relation to an exception to compulsory face mask use. This includes when moving about the Club or in the office environment.• PPE training is mandatory, and records are kept monitoring compliance.• The Club has a supply of facemasks and gloves that are available for Members, guests and staff at all times.
Providing direction and training to staff on good hygiene practices and slowing the spread of COVID-19	<ul style="list-style-type: none">• The Club has a COVID policy and a manual which contains direction on the symptoms and impact of COVID, measures to prevent the transmission of COVID and policies around Safe Hygiene, Social Distancing and the use of PPE.

Guidance	Action to mitigate the introduction and spread of COVID-19
Regular cleaning of high touch communal areas	<ul style="list-style-type: none"> High touch points throughout the Club are regularly cleaned and wiped down. This includes door handles, lift buttons and POS screens.
Use of contactless alternatives	<ul style="list-style-type: none"> Member doors and gates are set to automatic so there is reduced requirement to touch handles which could be a key transmission risk. Gloves are provided for use in areas of the Club including sections of the gymnasium.
Service delivery	<ul style="list-style-type: none"> Menus are within plastic display folders and cleaned after use. Contactless payment options have been adopted and patrons are encouraged to use it in preference to cash.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Daily Cleaning	<ul style="list-style-type: none"> The Club employs professional cleaners to clean before opening on a daily basis and at other times during the day. In addition, staff undertake cleaning throughout each day. Key usage areas of the Club, like the gymnasium, are cleaned throughout the day and Members are required to wipe down equipment after use. Staff are undertaking additional wiping down of equipment throughout each day.
Supply	<ul style="list-style-type: none"> The Club has sourced an adequate supply of appropriate cleaning products, sanitiser, hand soap, paper towels, gloves and face masks to ensure there is unlikely to be any inventory shortages.

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Physical distancing and limiting attendance	
Work from home access	<ul style="list-style-type: none"> A number of staff, whose job responsibilities allow remote working, have been set up to do so. This includes access to a lap-top and secure VPN access to the server.
Vaccinations	<ul style="list-style-type: none"> It is a requirement for all Members, guests and staff to be vaccinated against COVID-19 in line with the following policy unless they have a medical exception verified from the Victorian Specialist Immunisation Services (VicSIS) <p>All Members, guests, staff and other visitors aged 12 years plus 2 months and over entering the club areas:</p> <ol style="list-style-type: none"> must be fully vaccinated

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	<ul style="list-style-type: none"> b) must agree to provide evidence of their COVID-19 vaccination to the Club, including as required by any government health directive, law or regulation; and c) must agree to the Club recording evidence of their COVID-19 vaccination on their Club profile for future reference.
Sign in registers	<ul style="list-style-type: none"> • Entrances to the clubhouse are either locked or always staffed. • COVID Check-in marshals operate at all clubhouse entry points and around the property to ensure sign-in and QR Code compliance. • All people entering the Club are required to QR Code on arrival. The register collects name and contact information as required by the legislation. • Member & visitor activities are electronically recorded in the club QR code registrations. QR code kiosks operate for recording when individuals cannot complete recording. • All staff and contractors are required to register upon entry to the Club.
Temperature checking	<ul style="list-style-type: none"> • Temperature checking may be undertaken if required for people coming to the Club. • Anyone with a temperature above 37.5 degrees is asked to leave the facility immediately.
Social Distancing	<ul style="list-style-type: none"> • The Club has a formal Social Distancing Policy throughout the building. • Members and staff have been regularly educated around the need to maintain social distancing requirements when on the premises. • Where practical, employees are required to be spaced at least 1.5 metres apart. In areas where this is not practical (such as the kitchen), staff have been educated around being mindful of other staff and the need to maintain at least 1.5 metres wherever possible. • Staff numbers in the kitchen are minimised to reduce the risk of transmission. • All workstations in the Club are a minimum of 1.5 metres apart. • Barriers have been installed in the reception and service areas to maintain social distancing and reduce the risk of transmission. • Staff are encouraged to eat lunch at their desks. Where this is not possible staff are required to spread out to eat lunch throughout areas of the Club at a minimum of 1.5 metres apart.
Floor Markings	<ul style="list-style-type: none"> • Floor markings and other signage has been used to provide minimum physical distancing guides in high usage areas of the Club.
Reporting Policy	<ul style="list-style-type: none"> • The Club has a detailed COVID Management Plan. All staff have been informed of details of the plan and asked to report all related matters immediately to the CEO if issues arise. • Staff are required to advise if they are unwell in any way and are not permitted on the premises until medically cleared to do so.

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Education and Training	<ul style="list-style-type: none"> The COVID Management Plan contains information on COVID including the symptoms, risks and information around the benefits of safe hygiene practices, social distancing and PPE use.
Takeaway pick up protocols	<ul style="list-style-type: none"> Takeaway pickup has been developed to maintain a contactless service. Orders are placed and processed by phone/email. Pickup is collected from a designated pick-up area which maintains social distancing.
Work rostering	<ul style="list-style-type: none"> Rostering has been developed to minimise the number of staff required on premise on a daily basis
Signage	<ul style="list-style-type: none"> Clear and visible signage is in all areas as required and specifies maximum occupancy of each space, as determined by the social distancing rules.

Guidance	Action to ensure effective record keeping
Record keeping	
Onsite Attendance Register	<ul style="list-style-type: none"> Main entrances to the Club are either locked or manned by COVID Check-in marshals. The government QR Code record keeping process is in place to record the attendance of Members, guests, contractors and staff on site each day. This information will be used to identify close contacts in the event of a transmission risk. Members and staff have been encouraged to download the COVID app.
OHS System	<ul style="list-style-type: none"> The Club maintains an OHS reporting system. Any incidents are reported and referred to the OHS Committee that meets monthly. Regular workplace inspections are undertaken by the designated Committee representatives. Board reporting of any incidents or OHS issues occurs on a monthly basis.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Risk Assessment and Business continuity	<ul style="list-style-type: none"> The Club has undertaken a risk assessment of the impact of COVID-19 on business continuity.

Guidance	Action to prepare for your response
Contact Tracing	<ul style="list-style-type: none"> • QR Code recording is in place for the purposes of providing contact tracing for all people attending the Club. • The Club's record keeping is detailed and is sufficient in providing DHHS with staff and Member/guest records to support contact tracing.
COVID Reporting	<ul style="list-style-type: none"> • The Club has a COVID Reporting Policy that is fully compliant with Victorian Government Directives. It contains information on: <ul style="list-style-type: none"> ➢ how the Club will manage a suspected or confirmed case involving an employee or Member/Visitor to the Club ➢ how we will notify the staff or Members of a confirmed or suspected case ➢ reporting to DHHS and Worksafe ➢ deep cleaning requirements ➢ return to work provisions
Mental health and employee welfare	<ul style="list-style-type: none"> • The Club has been in communication with staff in relation to COVID and its impact on the operations of the Club. • The Club has posted information of links to resources that promote mental health, wellbeing and staff welfare. • The Club has supported staff through extraordinary financial assistance. • Staff annual leave entitlements have been accessed when requested.

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



Signed _____

Name Chris Brown

Position: CEO

Date 19th November 2021