

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

### General

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

BUSINESS DETAILS	
Business name:	Bellingen Diggers Swim Club
Plan completed by:	Gregg Cambourn
Approved by:	Evelyn Brownlee

### > GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff, visitors and customers who are unwell.	Comply with YMCA Covid guidelines before entering the pool area to participate in the weekly club meeting. If feeling unwell do not enter the pool area & you must stay at home & get tested.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Comply with YMCA conditions follow distancing markers when attending the pool
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry for any customers or visitors (website, social media, entry points).	Comply with the YMCA conditions while attending each club swim event. A copy of this Covid safety plan will be available on the clubs Facebook Page.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	Our club membership participation complies with the YMCA maximum number in any group limited to 20 people.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	The starters & timekeepers are to clean time clocks at each interchange between events or as required. Disinfectant cleaners will be available at each end of the pool for this purpose
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	Only 4 race organisers are allowed at the tables at any time with sufficient space for 2 members to discuss events they are entering. The nightly events register will form the Clubs system of monitoring attendance week by week.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	N/A
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	Timekeepers & the starter are to maintain distancing when recording the individual times at the end of each event. Only one timekeeper at a time to report to the starter.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Throughout each swim meet all members are to practice & maintain the minimum distance guidelines as indicated by markers provided by YMCA. When exiting the pool swimmers are to remain in there lanes until the exit ladder is available.
Use telephone or video for essential meetings where practical.	All correspondence detailing information of future events & weekly results will be notified via social media or direct email through the clubs in-house system.
Review regular deliveries and request contactless delivery and invoicing where practical.	All monies required for any club events are to be by direct transfer to the clubs BCU account. Attendance at the weekly meet will be accredited accordingly through the events register.
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Members are to follow the distancing requirements YMCA have marked within the pool complex.
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> <li>• encourage passengers and drivers to spread out, using front and back seats</li> <li>• workers should only handle their own tools and bags where possible</li> <li>• have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>• encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	Members are required to comply with the Government Covid guidelines when travelling to & from events.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	All club gatherings are monitored to comply with the current Government Advice and amended as required.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser & or wipes will be provided at each end of the pool at the start of each weekly swim meet.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	The provided sanitiser & or wipes are to be used prior to interchange of time clocks or the score pad.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Follow the Pools guidelines of the 4 meter rule when using the change rooms. That is 3 members only allowed at any one time in each change room. The disabled change room is also available for use if required.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	At the end of each swim meet any plastic chairs used as well as the bench seating & tables are to be cleaned prior to departing the pool complex.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Hospital or food services grade sanitisers & or wipes will be provided by the club for use during each weekly swim meeting.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	N/A

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	All club members details are recorded through our annual membership renewal forms & on an attendance register kept at the weekly events register.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Our members have been made aware of the COVIDSafe app but the take up of the app is not a mandatory policy of the club.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	The clubs members will cooperate as required with SafeWork NSW in relation to any positive case notifications within the club.