

Aligned Leisure | COVID-19 Safe Plan

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Document Title	Prepared By	Original Date Prepared
Aligned Leisure COVID-19 Safe Plan	Simon Bryson, Group Operations Manager	04/08/2020
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07/12/2020	Updated to reflect Business Victoria template and Service NSW template	18/01/2020

Background | Why have we created this plan?

The health and safety of our people, both staff and customers, has always been at the forefront of our operations. As we continue to navigate the challenges faced by the current COVID-19 health alert, our focus on safety has continued to remain at its highest. The Aligned Leisure COVID-19 Safe Plan has been developed to demonstrate the measures, controls and processes in place to support a safe environment for our customers, staff and visitors across our organisation.

Applicable to | All Aligned Leisure operated locations

Hygiene | Details of our COVID Safe hygiene practices

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<ul style="list-style-type: none"> Hand sanitiser stations made available at all entrances and key areas throughout our facilities Hand hygiene signage displayed at all wash basins (in both public and staff only areas) Appropriate hand washing and sanitising procedures demonstrated to all staff as part of our COVID-19 Return to Work Training Program
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Where possible and practical, doors and windows are left open In line with DHHS advice, fans are not used in any area of our facilities
In areas or workplaces where it is required, ensure all staff wear a face mask 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.	<ul style="list-style-type: none"> It is mandatory that employees and patrons must always carry a face mask on them. It is strongly recommended that employees and patrons wear a face mask indoors and outdoors when you cannot keep 1.5m distance from other people. Exemptions are applied to people aged under 12 years or those with medical exemptions Any staff who have an approved medical exemption are identifiable by a gold star on their name badge A lawful excuses or exceptions for employees not wearing a face mask in the following circumstances: <ul style="list-style-type: none"> An employee is showing signs of heat stroke, exhaustion, fatigue or breathing difficulty (breathlessness or short of breath).

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • When educating patrons on critical safety information. • As a Lifeguard or Duty Captain when on ACTIVE SUPERVISION of a facility, pool or area • Disposable masks (and gloves when required) are made available at all facilities for staff
<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>	<ul style="list-style-type: none"> • Training is provided to all staff on the correct use of face masks and hygiene practices • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>
<p>Replace high-touch communal items with alternatives and encourage contactless payment options</p>	<ul style="list-style-type: none"> • Contactless transactions introduced at all facilities • Signage in place to promote and encourage contactless transaction processes to customers • Tap and go terminals available for payments • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Reopening Phases – General Areas and Operations (Hygiene & Signage Sections)</i>
<p>Maintain proper disinfectant levels and PH of pools and spas</p>	<ul style="list-style-type: none"> • All pools are tested in accordance (every 4 hours) to Public Health Guidelines requirements • All staff conducting pool tests are appropriately trained and skilled in reading results and taking appropriate actions
<p>Reduce sharing of any equipment, and ensure any shared equipment is cleaned and disinfected between uses</p>	<ul style="list-style-type: none"> • Communal equipment generally available to the public that cannot be adequately cleaned has been removed from all facilities • Where equipment is provided, a systematic cleaning schedule is in place to ensure appropriate cleaning and disinfection • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Systematic Cleaning Schedules,</i> ○ <i>Return to Work Training Agenda and Checklist</i> ○ <i>Reopening Phases – General Areas and Operations (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Aquatics (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Health Club and Group Fitness (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Childcare (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Sports and Stadiums (Hygiene & Cleaning Sections)</i>

Cleaning | Details of COVID Safe cleaning practices

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Systematic Cleaning Schedules,</i> ○ <i>Return to Work Training Agenda and Checklist</i> ○ <i>Reopening Phases – General Areas and Operations (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Aquatics (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Health Club and Group Fitness (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Childcare (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Sports and Stadiums (Hygiene & Cleaning Sections)</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant, and that all products are maintained at an appropriate strength and used in accordance with the manufacturer's instructions</p>	<ul style="list-style-type: none"> • Adequate cleaning supplies were ordered and are on-site at all facilities, with ongoing supply arrangements in place with Aligned Leisure's contracted cleaning supplier • Training is provided to all staff on COVID-19 cleaning protocols • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>
<p>Ensure staff wear gloves when cleaning, and wash their hands thoroughly with soap and water before and after</p>	<ul style="list-style-type: none"> • Training is provided to all staff on COVID-19 cleaning protocols • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Soap is made available at all sinks and basins • Safe hygiene and hand washing procedure signage is displayed at all sinks and basins • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>

Physical Distancing and Workplace Attendance | Details of COVID Safe physical distancing and workplace safety procedures

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Ensure that all staff that can and/or must work from home, do work from home, and that alternative options for physical meetings are in place where practical eg) Video platforms, teleconferencing, etc</p>	<p>FACILITIES OPEN:</p> <ul style="list-style-type: none"> • Staff are encouraged and supported to work from home, unless required to work direct service shifts or cannot complete the requirements of their role from home. <p>FACILITIES CLOSED: For our Metropolitan locations:</p> <ul style="list-style-type: none"> • With the exception of staff required to visit sites to inspect and maintain essential plant and equipment, or assisting approved essential services operating out of our sites, all staff (currently engaged to work) are supported to work from home through the provision of laptops and/or remote desktop services to access business files, programs and services. <p>For our Regional locations:</p> <ul style="list-style-type: none"> • With the exception of staff required to visit sites to inspect and maintain essential plant and equipment, or for the purposes of conducting or filming fitness classes, all staff (currently engaged to work) are supported to work from home through the provision of laptops and/or remote desktop services to access business files, programs and services.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>AT ALL TIMES:</p> <ul style="list-style-type: none"> All meetings have been moved to online platforms including Zoom and Microsoft Teams, or are undertaken through teleconferences.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>For our Metropolitan locations whilst closed:</p> <ul style="list-style-type: none"> A limit of 1 staff per day is approved to be on site (per location) All staff approved to be on site record a travel log for any visits from home to their workplace <p>For all locations when open and preparing to open:</p> <ul style="list-style-type: none"> Updated roster protocols to use site specific direct service teams across sites Training provided to all Heads of Department on rostering protocols
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> All staff to complete a online COVID 19 Pre Screening Declaration before the commencement of onsite work All staff have completed Return to Work COVID-19 Safety Training. All staff have completed Secondary Employment Declaration form. As part of this training, staff are advised of the symptoms of COVID-19, and advised to remain at home, even if symptoms are mild. If an unwell staff member was rostered to attend a site for the purposes of inspection and/or maintenance, these tasks are assigned to another staff member. Through our COVID-19 training, staff are made aware of their leave entitlements if they are sick or required to self isolate Refer to Aligned Leisure's: <ul style="list-style-type: none"> <i>Return to Work Training Checklist</i> <i>Return to Work Training Agenda</i>
<p>Exclude staff, volunteers and visitors who are unwell</p>	<ul style="list-style-type: none"> It is a Condition of Entry at all facilities that persons who have been or are currently unwell, have any flu like symptoms or have been in contact with a COVID-19 carrier cannot enter All staff have completed Return to Work COVID-19 Safety Training. As part of this training, staff are advised of the symptoms of COVID-19, and advised to remain at home, even if symptoms are mild. If an unwell staff member was rostered to attend a site for the purposes of inspection and/or maintenance, these tasks are assigned to another staff member. Refer to Aligned Leisure's: <ul style="list-style-type: none"> <i>Return to Work Training Checklist</i> <i>Return to Work Training Agenda</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> Staff are encouraged and supported to work from home, unless required to work direct service shifts or cannot complete the requirements of their role from home. Area capacity limits have been developed for all workspaces and shared areas at each location. These have been communicated to staff as part of the COVID-19 Workplace Training provided to all staff. Social distancing markers and signage has been installed at all facilities in communal work areas and publicly accessible spaces Communal work areas have been reconfigured to ensure workers are spaced at least 1.5m apart

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of people.</p>	<ul style="list-style-type: none"> • Social distancing markers and signage has been installed at all facilities in areas that people are likely to congregate • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Signage register</i>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises</p>	<ul style="list-style-type: none"> • Social distancing markers and signage has been installed at all facilities in areas that people are likely to congregate • No standing and sitting zones have been established (with signage) to discourage people from gathering in areas outside of each facility • A Crowd Management Control Plan is in place at all facilities • All Duty Captains are trained as COVID-19 Safety Marshals, which includes specific training on managing crowds • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Crowd Management Control Plan</i> ○ <i>COVID-19 Safe Hygiene Marshal Training Checklist</i> ○ <i>COVID-19 Safe Hygiene Marshal Training Agenda</i>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • Work stations at all locations reviewed and modified to eliminate desks facing one another • Social distancing markers and signage has been installed at all facilities in communal work areas and publicly accessible spaces • Communal work areas have been reconfigured to ensure workers are spaced at least 1.5m apart
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Area capacity limits have been developed in line with relevant Government 4m² rules for all entry / exit areas at each location including shared areas. • Area capacity signage and social distancing markers have been installed at all entry / exit areas at each location including shared areas to minimise the risk overcrowding. • Staff have access to and are encouraged to clock in/out of their shifts via their personal mobile device to avoid lining up at the in-house clocking system
<p>Provide training to staff on physical distancing expectations while working and socialising, as well as when to get tested, cleaning and how to manage a sick visitor.</p>	<ul style="list-style-type: none"> • Training is provided to all staff on COVID-19 as part of their safe return to work program • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Training is provided to all staff on our updated delivery protocols, including the need to maintain 1.5m separation from delivery drivers and to coordinate deliveries for consistent days (where practical) • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Reopening Phases – General Areas and Operations (Operations)</i> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Updated roster protocols to use site specific direct service teams across sites • Training provided to all Heads of Department on rostering protocols • Area capacity limits have been developed for all workspaces and shared areas at each location. These have been communicated to staff as part of the COVID-19 Workplace Training provided to all staff. • Social distancing markers and signage has been installed at all facilities in communal work areas and publicly accessible spaces • Communal work areas have been reconfigured to ensure workers are spaced at least 1.5m apart

Guidance	Action to mitigate the introduction and spread of COVID-19
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, and that all persons maintain appropriate physical distancing.	<ul style="list-style-type: none"> • Social and physical distancing signage has been installed in all public areas • Standing, no-standing, sitting and no-sitting zones have been created (with signage) to ensure physical distancing between visitors in all areas • Where possible, portable furniture has been relocated or removed to support safe physical distancing
Ensure the number of people in the facility, a specific area or group fitness class does not exceed State Government guidelines (including communal areas such as change rooms and showers)	<ul style="list-style-type: none"> • Area and class capacity limits are in place at all facilities in line with State Government advice • Signage is in place in all required areas to promote the capacity limit to customers and staff • The on-shift COVID 19 Safety Marshal(Duty Captain / Gym Instructor), with support from all staff monitors the capacity limit of each area to ensure it does not get exceeded • Where practical, a booking system is in place to reduce the likelihood of the capacity limits being reached or exceeded • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Reopening Phases – General Areas and Operations (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Aquatics (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Health Club and Group Fitness (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Childcare (Hygiene & Cleaning Sections)</i> ○ <i>Reopening Phases – Sports and Stadiums (Hygiene & Cleaning Sections)</i>
Where possible, stagger the use of communal facilities and encourage people to shower/change at home	<ul style="list-style-type: none"> • Via our social media platforms and website we encourage all visitors to shower and change at home • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ COVID-19 Response Webpages ○ https://milduraaquaticfacilities.com.au/ourcovid19response ○ https://cardinialeisure.com.au/6-2/ourcovid19response/ ○ https://www.alburywodongaquatics.com.au/ourcovid19response ○ https://elthamleisurecentre.com.au/our-covid-19-response/

Record Keeping | Details of COVID Safe record keeping procedures

Guidance	Action to ensure effective record keeping
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.	<ul style="list-style-type: none"> • Contract tracing for all sites is captured through an online form (hosted via Formstack) for casual visitors. This is accessible via QR code where possible, with staff able submit details on behalf of visitors who are unable to scan the code. • A point of sale system (Links) is in place for capturing visits by members or swim school students • A roster system (Riteq) is in place for capturing visits by staff on shift • Staff not on shift sign in via the casual visitor tracing form • All contractors attending site provide their name and contact details through the via the casual visitor tracing form • The system automatically records the date and time of each person's entry to site.

Guidance	Action to ensure effective record keeping
<p>Ensure staff and visitors are aware of the COVIDSafe app and its benefits</p>	<ul style="list-style-type: none"> • Information to delivered to staff and customers via: <ul style="list-style-type: none"> ○ <i>Social media</i> ○ <i>Centre Specific Websites</i> ○ <i>Emails direct to membership databases</i> ○ <i>Signage within facilities as outlined in this document, including digital display screens and cardio equipment</i> ○ <i>Through staff delivery of key messages in person (within the facility)</i> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Systematic Cleaning Schedules,</i> ○ <i>Return to Work Training Agenda and Checklist</i> ○ <i>Reopening Phases – General Areas and Operations (Hygiene & Cleaning Sections)</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Training is provided to all staff on how to use our OHS reporting system to appropriately manage the risks associated with COVID-19 • Staff are not permitted to work until they have completed and been signed off by a Leadership Team member as having undertaken our COVID-19 Return to Work Training Program • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Return to Work Training Checklist</i> ○ <i>Return to Work Training Agenda</i>
<p>Display Conditions of Entry</p>	<ul style="list-style-type: none"> • Conditions of Entry are made available at our Customer Experience Desks and other general areas, and via our website • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ COVID-19 Response Webpages ○ https://milduraaquaticfacilities.com.au/ourcovid19response ○ https://cardinaleisure.com.au/6-2/ourcovid19response/ ○ https://www.alburywodongaaquatics.com.au/ourcovid19response ○ https://elthamleisurecentre.com.au/our-covid-19-response/

Contamination Response | Details of our plan for responding to a COVID contamination

Guidance	Action to prepare for your response
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan</i> ○ <i>Corporate Risk Assessment - Infectious disease connection to a community leisure facility</i>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 5)</i>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 3)</i>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 1)</i>

Guidance	Action to prepare for your response
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 4)</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 or WorkSafe NSW on 13 10 50 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 2)</i>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Contamination Response Plan (Step 8)</i>