

# 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
Last Reviewed	Details of Changes	Next Review Date
03/02/2021	Updated to reflect current DHHS COVID Safe Plan template	01/04/2021

## 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, and is updated as advice changes.

The plan has been based on the six COVIDSafe principles of:

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

**Responsibilities** | All Aligned Leisure staff are responsible for supporting a safe environment for all and in line with this plan, and the Aligned Leisure COVID Safe Training or COVID-19 Return to Work Training Program.

All worksites must have at a minimum one (1) COVID-19 Safety Marshal on duty at all times, with the exception of locations with health clubs/gyms which will have two (2). The role of the COVID-19 Safety Marshal is to ensure that all aspects of this plan are appropriately implemented, monitored and followed during their shift time and in line with our COVID-19 Safety Marshal position description.

**Applicable to** | All Aligned Leisure operated locations

## 1. Ensure Physical Distancing |

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure workers and visitors are 1.5 metres apart as much as possible.	<ul style="list-style-type: none"> <li>• Social distancing markers and signage has been installed at all facilities in communal work areas and publicly accessible spaces, with a focus on areas where people are likely to congregate</li> <li>• No standing and sitting zones have been established (with signage) to discourage people from gathering in areas outside of each facility</li> <li>• Where possible, portable furniture has been relocated or removed to support safe physical distancing</li> <li>• A Crowd Management Control Plan is in place at all facilities</li> <li>• Staff are trained as COVID-19 Safety Marshals, which includes specific training on managing crowds</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Display signs to show patron limits at the entrance of enclosed areas where limits apply</b></p>	<ul style="list-style-type: none"> <li>• Area capacity limits have been developed in line with relevant Government advice for all workspaces and shared areas at each location.</li> <li>• Area capacity limits have been communicated to staff as part of our COVID Safe Training provided to all staff.</li> <li>• Area capacity signage has been installed at all facilities in communal work areas and publicly accessible spaces to promote capacity limits</li> </ul>
<p><b>Minimise the build-up of people waiting to enter and exit the workplace</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Efficient processes are in place at reception to reduce the amount of time needed for patrons to gain entry into a facility including membership tag scanners, turnstiles and extra staff on duty during peak periods</li> <li>• Scheduling of group fitness classes and bookings (including sports training and competition) has been designed to ensure appropriate time between sessions</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides</b></p>	<ul style="list-style-type: none"> <li>• Social distancing markers have been installed at all facilities in areas that people are likely to congregate. This includes in reception areas, entry points, in functional training areas (gyms only), change rooms and café areas</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and workers</b></p>	<ul style="list-style-type: none"> <li>• Training is provided to all staff on delivery protocols, including the need to maintain 1.5m separation from delivery drivers and to coordinate deliveries for consistent days (where practical)</li> </ul>
<p><b>Apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</b></p> <ul style="list-style-type: none"> <li>• There is no more than one worker per four square metres of enclosed workspace</li> <li>• There is no more than one member of the public per four square meters of publicly available space indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Area capacity limits have been developed in line with relevant Government advice for all workspaces and shared areas at each location.</li> <li>• Area capacity limits have been communicated to staff as part of the COVID Safe Training provided to all staff.</li> <li>• Area capacity signage and social distancing markers have been installed at all facilities in communal work areas and publicly accessible spaces, with a focus on areas where people are likely to congregate</li> <li>• Communal work areas have been reconfigured to ensure workers are spaced at least 1.5m apart</li> </ul>
<p><b>Provide training to workers on physical distancing expectations while working and socialising.</b></p>	<ul style="list-style-type: none"> <li>• Training is provided to all staff on physical distancing expectations while working and socialising as part of our COVID Safe Training</li> </ul>

## 2. Wear a Face Covering |

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Ensure all workers and visitors entering the worksite wear a face covering as per public health advice.</b></p>	<ul style="list-style-type: none"> <li>• Current Public Health Advice does not mandate the wearing of face masks at any of the facility types/categories currently operated by Aligned Leisure</li> <li>• It is recommended that employees and patrons wear a face mask indoors and outdoors when you can't keep 1.5m distance from others</li> <li>• Disposable masks (and gloves when required) are made available at all facilities for staff</li> </ul>
<p><b>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE</b></p>	<ul style="list-style-type: none"> <li>• Training is provided to all staff on the correct use of face masks and hygiene practices as part of our COVID Safe training</li> </ul>

### 3. Practice Good Hygiene |

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</b>	<ul style="list-style-type: none"> <li>Communal items and areas (both public and staff only) are cleaned in line with each facility's specific systematic cleaning schedule</li> <li>Communal equipment generally available to the public that cannot be adequately cleaned has been removed from all facilities</li> <li>Where equipment is provided, a systematic cleaning schedule is in place to ensure appropriate cleaning and disinfection</li> </ul>
<b>Clean surfaces with appropriate cleaning products, including detergent and disinfectant</b>	<ul style="list-style-type: none"> <li>Adequate cleaning supplies on-site at all facilities, with ongoing supply arrangements in place with Aligned Leisure's contracted cleaning supplier</li> <li>Training is provided to all staff on COVID-19 cleaning protocols</li> </ul>
<b>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</b>	<ul style="list-style-type: none"> <li>Contactless transactions are encouraged at all facilities (where possible)</li> <li>Signage is in place to promote and encourage contactless transaction processes to customers</li> <li>Tap and go terminals are available for payments</li> <li>Hand sanitiser stations are installed in locations where communal items must be touched/used</li> </ul>
<b>Clean between shifts</b>	<ul style="list-style-type: none"> <li>Systematic cleaning of all areas is conducted in line with each facility's specific systematic cleaning schedule.</li> </ul>
<b>Display a cleaning log in shared spaces.</b>	<ul style="list-style-type: none"> <li>A printed copy of each area's Systematic Cleaning Schedule is completed by staff for shared spaces</li> </ul>
<b>Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</b>	<ul style="list-style-type: none"> <li>Hand sanitiser stations are made available at all entrances and key areas throughout our facilities, including hand basins</li> <li>Hand hygiene signage is displayed at all wash basins (in both public and staff only areas)</li> <li>Appropriate hand washing and sanitising procedures are demonstrated to all staff as part of our COVID Safe Training</li> </ul>

### 4. Keep Records and Act Quickly if Workers Become Unwell |

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Support workers to get tested and stay home even if they only have mild symptoms.</b>	<ul style="list-style-type: none"> <li>All staff complete an online COVID-19 Pre Screening Declaration before the commencement of onsite work</li> <li>All staff have completed COVID Safe Training</li> <li>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.</li> <li>Staff who remain home due to illness are encouraged to seek medical advice and are not permitted back at work until a negative COVID test result has been returned or if cleared by a medical practitioner (with signed evidence provided by way of a medical certificate)</li> <li>Through our COVID Safe Training, staff are made aware of their leave entitlements if they are sick or required to self-isolate</li> </ul>
<b>Develop a business contingency plan to manage any outbreaks</b>	<ul style="list-style-type: none"> <li>Refer to Aligned Leisure's: <ul style="list-style-type: none"> <li><i>Contamination Response Plan</i></li> <li><i>Corporate Risk Assessment - Infectious disease connection to a community leisure facility</i></li> </ul> </li> </ul>
<b>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</b>	<ul style="list-style-type: none"> <li>Refer to Aligned Leisure's: <ul style="list-style-type: none"> <li><i>Contamination Response Plan</i></li> <li><i>Corporate Risk Assessment - Infectious disease connection to a community leisure facility</i></li> </ul> </li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
Having a plan in place to clean the worksite (or part) in the event of a positive case	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
Having a plan in the event that you have been instructed to close by DHHS	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work	<ul style="list-style-type: none"> <li>• Refer to Aligned Leisure's:               <ul style="list-style-type: none"> <li>○ Contamination Response Plan</li> <li>○ Corporate Risk Assessment - Infectious disease connection to a community leisure facility</li> </ul> </li> </ul>
You must keep records of all people who enter the workplace for contact tracing.	<ul style="list-style-type: none"> <li>• All staff complete an online COVID1-19 Pre-Screening Declaration before the commencement of onsite work</li> <li>• Contract tracing for all sites is captured through an online form (hosted via Formstack) for all 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.</li> <li>• A written visitor log is also available for those unable to complete the QR code / online register</li> <li>• A roster system (Riteq) is in place for capturing visits by staff on shift</li> <li>• Staff not on shift sign in via the casual visitor tracing form</li> <li>• All staff and contractors attending site provide their name and contact details through this system.</li> <li>• The QR system automatically records the date and time of each person's entry to site.</li> </ul>

## 5. Avoid Interactions in Enclosed Spaces |

Guidance	Action to mitigate the introduction and spread of COVID-19
You should reduce the amount of time workers are spending in enclosed spaces.	<ul style="list-style-type: none"> <li>• Where possible and practical, doors and windows are left open</li> <li>• In line with DHHS advice, fans can be used provided that they are not pointed directly at a person or blowing air across people.</li> <li>• Where the risk to health and safety in not using fans is too great (eg. Heat related injury or illness), fans can and should be used, in line with Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment.</li> </ul>

6. Create Workforce Bubbles |

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<ul style="list-style-type: none"><li>• Updated roster protocols to use site specific direct service teams across sites</li><li>• Training provided to all Heads of Department on rostering protocols</li></ul>

References |

- Refer to Aligned Leisure's:
  - *Contamination Response Plan*
  - *Corporate Risk Assessment - Infectious disease connection to a community leisure facility*
  - *COVID Safe Training Checklist*
  - *COVID Safe Training Agenda*
  - *COVID Safety Marshal Position Description*
  - *COVID Safety Marshal Training Agenda & Checklist*
  - *Systematic Cleaning Schedules*
  - *Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment*
  - *Aligned Leisure's – Crowd Management Control Plan*