

# COVID-Safe Plan

Date: 28 October 2021  
(Previous version of this COVID-Safe Plan dated 18 October 2021 is redundant).

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## Reviewed By:



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**77 PENINSULA  
7 LEISURE**



# Purpose, Scope & Overview

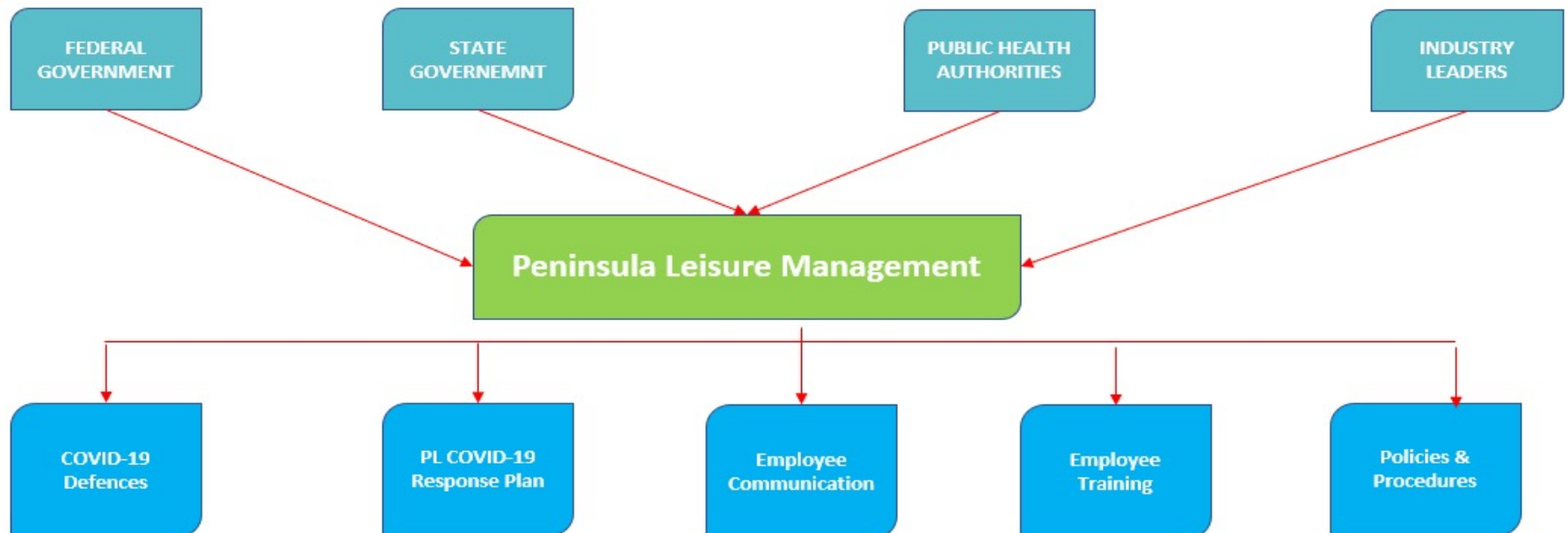
Peninsula Leisure values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

- The following plan provides information regarding the operation and service delivery model for Peninsula Leisure, specifically at Peninsula Aquatic Recreation Centre (PARC) and Pines Forest Aquatic Centre (PFAC), for the COVID-19 pandemic.
- The plan aims to provide specialists, managers, leaders and employees with practical advice, processes and steps to ensure a safe reopening of the Centres and adherence to all relevant government recommendations, directions and restrictions outlined.




Peninsula Leisure Management will collate the information from Government, Public Health, Industry Leaders and Authorities. Relevant information will flow through to various parts of the business to adapt into practice. PL management oversee, monitor and implement restrictions, which ensures PL sites are up to date with COVID-19 information. Thus, providing employees with the facts and tools necessary to ensure a COVID-Safe environment for all.

## PL COVID-Safe Process Overview

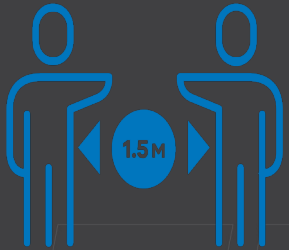


# COVID-Safe Principles

				
SOCIAL DISTANCING	FACE MASKS	HYGIENE	RECORD KEEPING	ENCLOSED SPACES

- **Social Distancing** → Density Quotient (DQ) limits can change, check signage. DQ signage is displayed for all areas throughout facilities.
- **Face Masks** → PL will ensure all employees adhere to the current face mask requirements. Further info: [coronavirus.vic.gov.au/face-masks](https://coronavirus.vic.gov.au/face-masks)
- **Hygiene** → Clean and disinfect shared spaces at least twice per day. Further Info: [coronavirus.vic.gov.au/cleaning](https://coronavirus.vic.gov.au/cleaning)
- **Record Keeping** → Victorian Government QR code in place and all person entering facilities to check-in.
- **Enclosed Spaces** → Reduce times employees work in enclosed spaces. Utilise outside spaces wherever possible.

# Social Distancing – What PL will do?



All people in the workplace must be 1.5 metres apart and there should be no overcrowded areas. PL will ensure:

- Employees can work from home, if possible, to reduce workplace numbers.
- Ensure all persons are always 1.5 metres apart. Where this is not possible, the duration of the close contact should be minimised.
- The implementation and abiding by the relevant density quotient limits.
- To limit the total number of people in an enclosed area.
- No carpooling between employees unless there is no alternative mode of transport.



# Face Masks – What PL will do?



Peninsula Leisure adheres to current restrictions outlined by the Victorian State Government. Face masks must always be carried and worn in line with current restrictions. Following exemptions apply:

- In the home.
- Medium to high-intensity exercise.
- A lawful reason applies.
- The responsibility for wearing a face mask rests with the individual.



There are two types of face masks you can wear: cloth masks and surgical masks.

- Cloth masks are made of washable fabric and can be washed and re-used.
- Surgical masks are single-use masks and **cannot** be washed or re-used.



# Hygiene & Cleaning – What PL will do?



Peninsula Leisure undertakes regular cleaning of high-touch surfaces and encourages good hygiene practices by all employees, patrons and contractors. This includes:

- Schedule regular cleaning of high-touch surfaces (including shared equipment).
- Encourage regular hand washing and make hand sanitiser available throughout the Centre for all employees, patrons and contractors.

**PLEASE KEEP  
YOUR HANDS CLEAN**



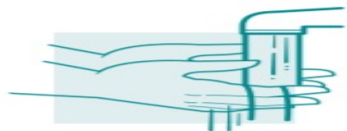
1. Wet your hands.



2. Put soap on your hands.



3. Rub the soap over all parts of your hands for at least 20 seconds.



4. Rinse your hands under running water.



5. Dry your hands thoroughly with disposable paper towel or hand dryer.



# Record Keeping – What PL will do?



Peninsula Leisure has implemented the Services Victoria QR code and process to ensure all people entering facilities check-in.

- PL will support any employee to stay home and get tested if they have symptoms.
- Have a plan in place to immediately respond if there is a confirmed case of COVID-19.
- COVID Check-In Marshall at entrance.



QR code signage and hand sanitising station at facility entrance points.





# Enclosed Spaces – What will PL do?



Peninsula Leisure whenever possible will avoid interactions in enclosed spaces. This includes:

- Wherever possible work activities performed outside.
- Limit interactions between employees and patrons (e.g., contactless payments & physical barriers).
- Ensure density quotient limits adhered to.

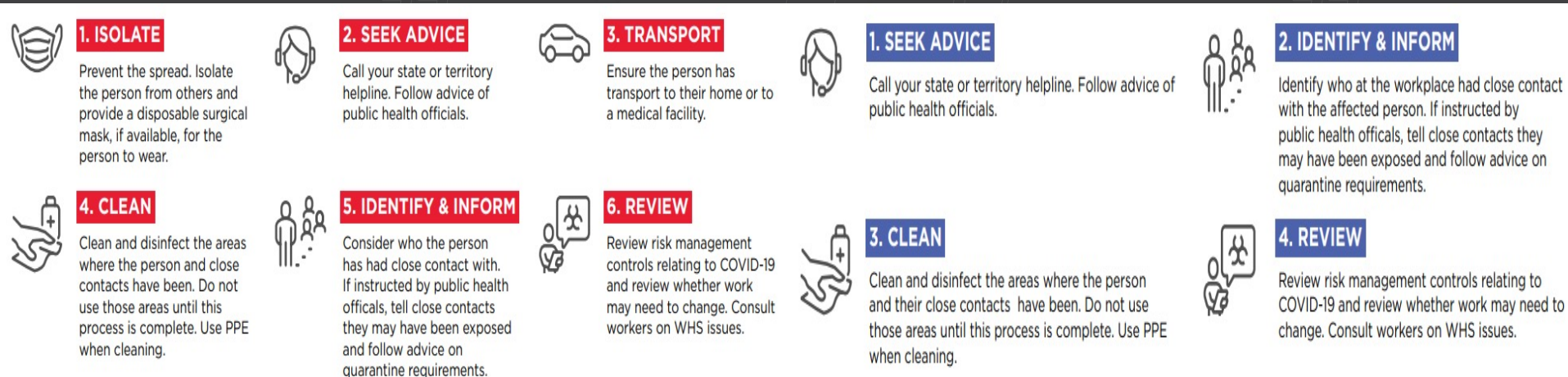


## Incident response will vary depending on the circumstance of the infection.

- Direct the person home to isolate immediately (if at workplace)
- Notify the relevant manager/leader.
- Follow the instructions outlined in the detailed incident response SOP available on the common drive.

### Person of concern is at workplace.

### Person of concern was recently at workplace.



- COVID-19 Certificates are downloadable from the 'MyGov' portal



**myGov**



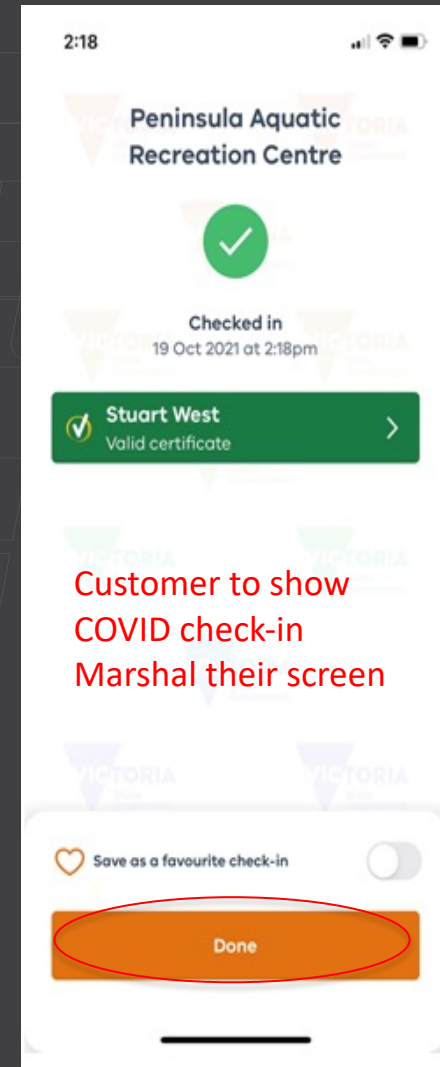
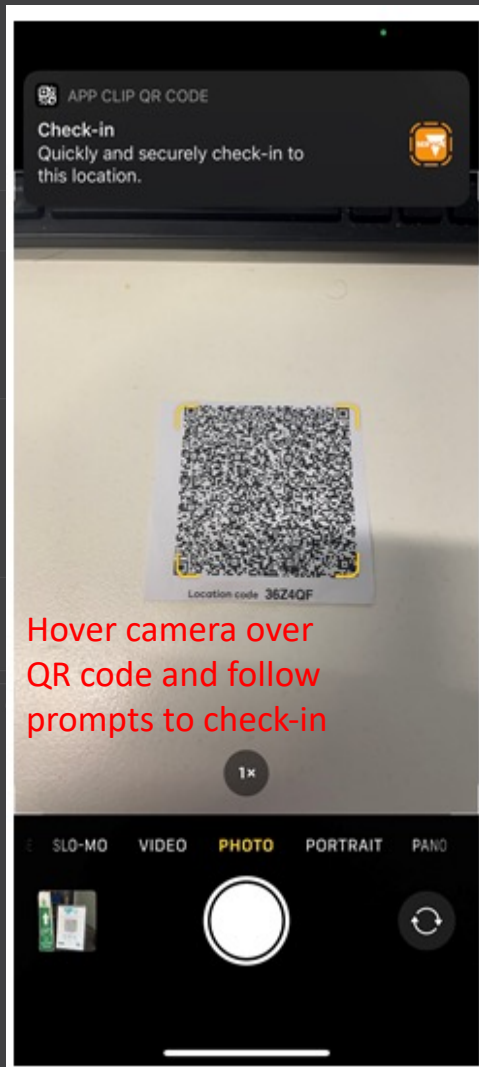
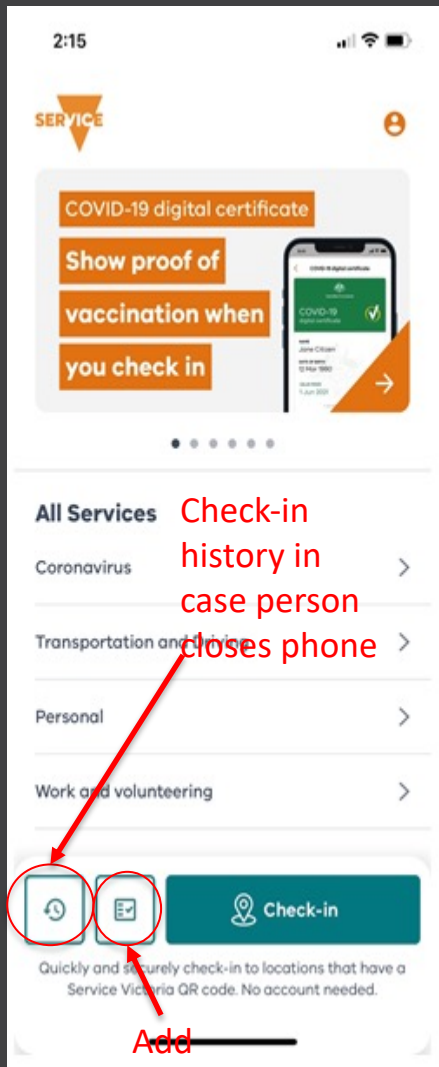
**Australian Government**

**COVID-19 digital certificate**



This individual has received all required COVID-19 vaccinations.

# Entry QR Code Check-in





# Member & Guest Communication



Condition of Entry  
Signage – Front  
Entrance



Hand Sanitising Station



Density Quotient Signage

# Personal Protective Equipment & Further Barriers



Sneeze Guard - Reception



Gloves for cleaning &  
Social distancing signage



Entry QR code signage & Hand  
sanitising station



PARC's initial re-opening (29 October @ 6:00pm) is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team

- In line with government directions, **only fully vaccinated people are able to attend the facility, this includes patrons, employees and contractors.**
- PARC will operate with a density quotient restriction of 1 person per 4 square metres (DQ4).
- The Services Victoria App will be used to check-in anyone entering the facility, ideally that persons COVID-19 vaccination certificate will be linked to the App.
  - PARC employees may also site the certificate on a person's phone or in hard copy if not linked to the App. A form of identification (e.g., driver's licence) will be required to verify the name on hard copy certificate.
  - A vaccination medical exemption will be accepted if the person holds a certificate from a medical practitioner that outlines the person cannot receive a vaccine due to medical contraindication.
- All facilities will be available.
- **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PARC OPERATIONS.**



# Operational Requirements - PARC



PARC's initial re-opening (29 October @ 6:00pm) is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team

## Entry Process – Customers, Members, Contractors or Visitors:

- ✓ Must enter the facility via the main entrance.
- ✓ All persons must be checked in (QR code) and show proof of vaccination to the Check-In Marshall.
- ✓ Highly preferred that certificates are linked to the check-in app.

## Entry Process – Staff:

- ✓ To avoid delays, we are asking all staff to enter via the Group Entry (Side) and QR code to check-in when arriving for work.
- ✓ Exception are those employees opening/closing the facility (QR code check-in still required).







**Pines initial re-opening (October 2021) is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team**

- Pines will operate with a facility capacity of 500 patrons and an appropriate number of employees to deliver services.
- In line with government directions, **only fully vaccinated people are able to attend the facility, this includes patrons, employees and contractors.**
- The Services Victoria App will be used to check-in anyone entering the facility, ideally that persons COVID-19 vaccination certificate will be linked to the App.
  - Pines employees may also site the certificate on a person's phone or in hard copy if not linked to the App. A form of identification (e.g., driver's licence) will be required to verify the name on hard copy certificate.
  - A vaccination medical exemption will be accepted if the person holds a certificate from a medical practitioner that outlines the person cannot receive a vaccine due to medical contraindication.
- All facilities will be available.
- **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PINES OPERATION.**

# Employee Support – What will PL do?

## Channels for support:

- Your manager or leader is a good source of information, especially for questions about your work role.
- Other employees.
- Other managers and specialists.
- The PL employee wellbeing website offers access to a wide range of information.
- PL Mental Health First Aid Officers (MHFAO).
- Employee Assistance Program (EAP). PL's provider Converge International offers support.



# Thank you

Welcome Back. Thank you for your patience and perseverance.  
Stay Safe.



*Returning to what we love doing!*