

# COVID-Safe Plan

Date: 22 December 2021  
(Previous version of this COVID-Safe Plan dated 30 November 2021 is redundant).

## Reviewed By:



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**77 PENINSULA  
7 LEISURE**



# Purpose, Scope & Overview

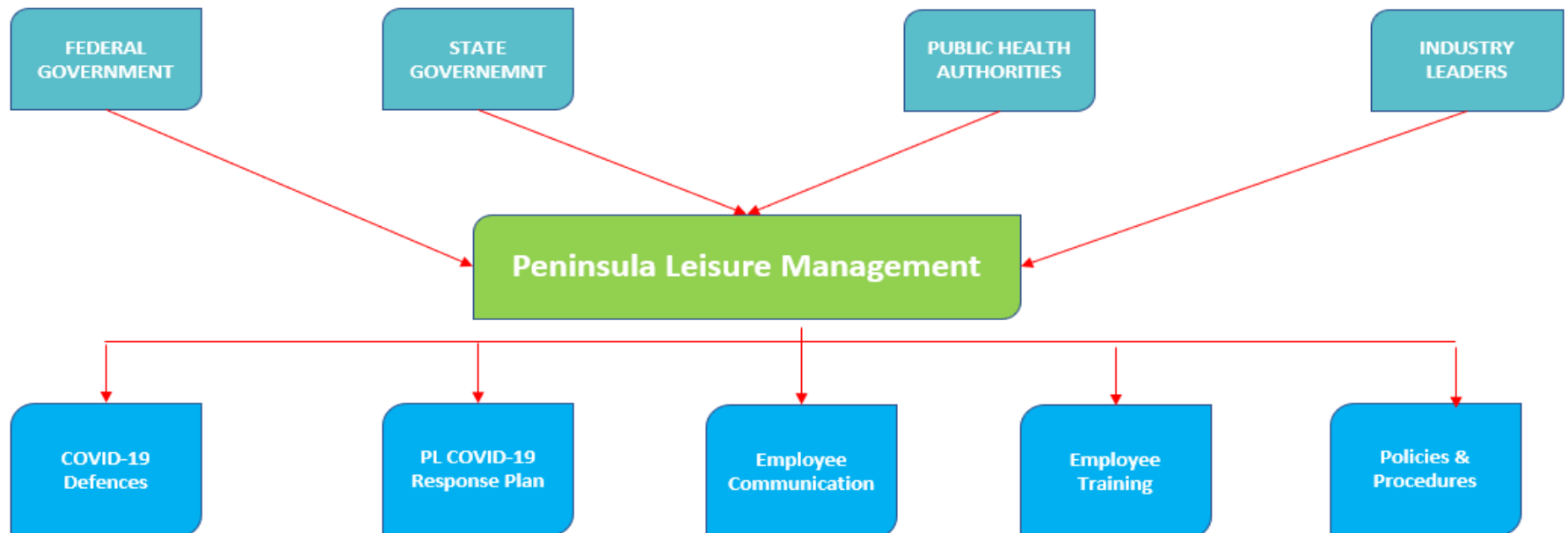
Peninsula Leisure values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

- 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.

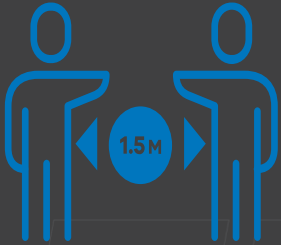
## PL COVID-Safe Process Overview



# COVID-Safe Principles

				
SOCIAL DISTANCING	FACE MASKS	HYGIENE	RECORD KEEPING	ENCLOSED SPACES

- **Social Distancing** → Density Quotient (DQ) limits no longer apply, however employees and patrons should still practice social distancing wherever possible.
- **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 people entering facilities must check-in.
- **Enclosed Spaces** → Reduce times employees work in enclosed spaces. Utilise outside spaces wherever possible.



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.
- To limit the total number of people in an enclosed area.
- Recommend 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 are required in all indoor settings in PL facilities. The following exemptions apply:

- A lawful reason applies.
- A person is out of breath or swimming.
- 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.



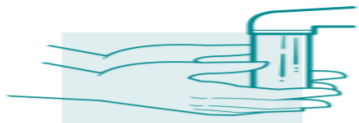
# Hygiene & Cleaning – What PL will do?



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).



## Employee is a confirmed case and worked while infectious.

- Employees who test positive and worked while infectious are required to notify their workplace (relevant manager/leader).
- PL will identify and inform other employees who are contacts (includes contractors, but not patrons), assessing the exposure risk.
- These employee contacts maybe required to:
  - Monitor of symptoms, isolate and get tested if required; or
  - Get a standard PCR test at a testing centre within 24 hours and stay isolated until they return a negative result.
  - Provide the workplace evidence of that result before returning to work.
- Follow the instructions outlined in the detailed incident response SOP available on the common drive.

### Patrons who test positive, visited PL facilities while infectious and inform PL

- Employee informed to the Notification of a positive case template and seek further information if required.
- Assess information about positive case using contact assessment matrix (see next page).
  - If low risk → identify possible exposed employees, notify them and request to monitor for symptoms.
  - If medium or high risk → identify possible exposed employees, notify them, ask them to isolate and get a PCR test within 24 hours.
- PL will identify and inform other employees who are potential contacts (includes contractors, but not patrons).
- Follow the instructions outlined in the detailed incident response SOP available on the common drive.

# Contact Assessment & Management Matrix

## CONTACT ASSESSMENT AND MANAGEMENT MATRIX

**Contact** = any staff member or contractor who has contact with a confirmed positive case of COVID-19 in a **non-household** setting.

**Case** = any confirmed positive case of COVID-19.

### EXPOSURE EVENT RISK ASSESSMENT

An exposure event is contact with a confirmed case of COVID-19 during their infectious period.

1. The business conducts a risk assessment for each exposure event using the contact assessment and management matrix.
2. Individuals are identified as contacts or low risk. Contact lists are managed by the workplace and are not provided to the Local Public Health Unit unless specifically requested (for example, during an outbreak).
3. Individuals must follow the testing and quarantine requirements for their assessed level of risk (low risk or contact).

	No exposure	EXPOSURE EVENT RISK ASSESSMENT			
		Low-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> <li>face-to-face (&lt;1.5m) and transient (&lt;1 minute)</li> </ul> OR <ul style="list-style-type: none"> <li>distanced (&gt;1.5m) and any duration in a large (&gt;300m<sup>2</sup>) indoor space or outdoors</li> </ul> AND <ul style="list-style-type: none"> <li>does not meet the criteria for medium or high risk</li> </ul>	Medium-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> <li>face-to-face (&lt;1.5m) and non-transient (1–15 minutes)</li> </ul> OR <ul style="list-style-type: none"> <li>distanced (&gt;1.5m) and very prolonged (&gt;2 hours) in a medium-sized indoor space (100–300m<sup>2</sup>)</li> </ul> AND <ul style="list-style-type: none"> <li>does not meet the criteria for high risk</li> </ul>	High-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> <li>face-to-face (&lt;1.5m) and prolonged (&gt;15 minutes)</li> </ul> OR <ul style="list-style-type: none"> <li>direct physical contact (for example, shaking hands, hugging, kissing)</li> </ul> OR <ul style="list-style-type: none"> <li>distanced (&gt;1.5m) and very prolonged (&gt;2 hours) in a small indoor space (&lt;100m<sup>2</sup>)</li> </ul>	
Masks not worn*	Extremely low risk	Low risk	Contact		Contact
Masks worn	Extremely low risk	Low risk	Low risk (if vaccinated)	Contact (if unvaccinated)	Contact

\*Mask not worn by either the case or the person exposed. Incorrect mask use or a medical mask exemption is to be considered the same as 'no mask' for assessment and management.  
Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure).

### QUARANTINE AND TESTING REQUIREMENTS

What you need to do	Low risk (and extremely low risk)	Monitor for symptoms and get PCR tested if you have any symptoms, however mild.
	Contact	Quarantine and get PCR tested – initial PCR testing is mandatory and cannot be substituted with a rapid antigen test. Return to work only after you receive a negative initial PCR test result. Daily rapid antigen testing is strongly recommended from the day that your PCR result is obtained (when you can leave quarantine) until 7 days after exposure (for a total of five rapid antigen tests).

Note: a positive rapid antigen test must be confirmed by a PCR test.

### THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING

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



**myGov**



**Australian Government**

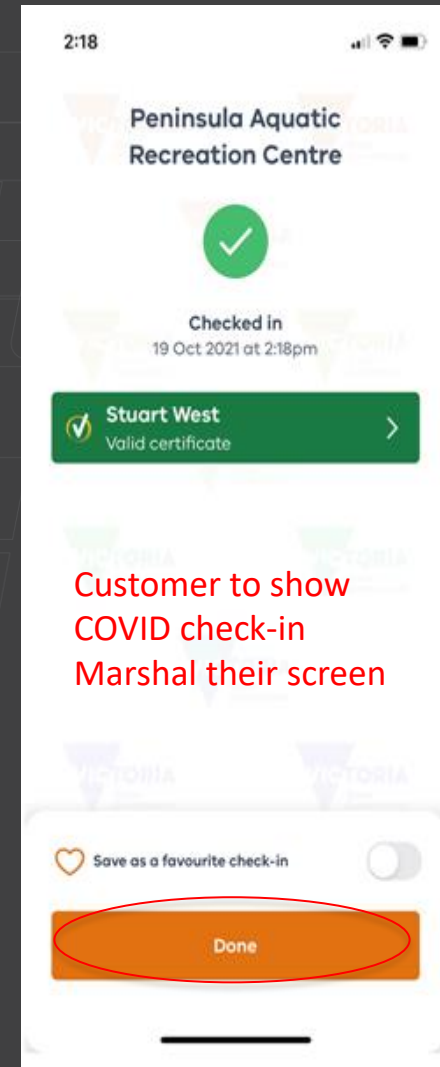
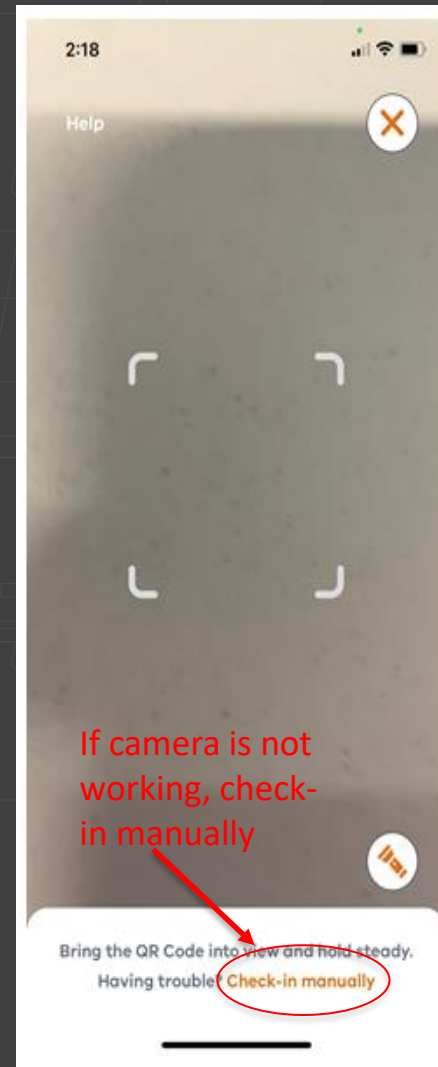
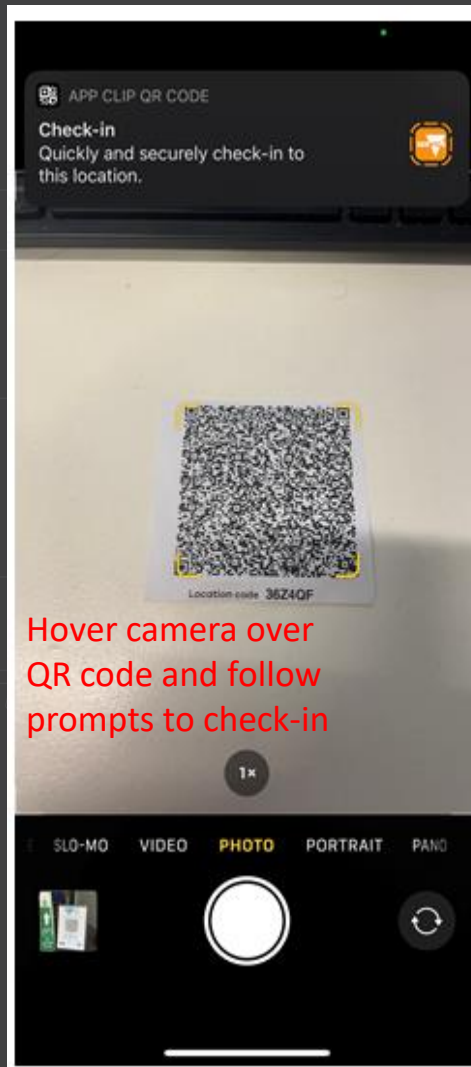
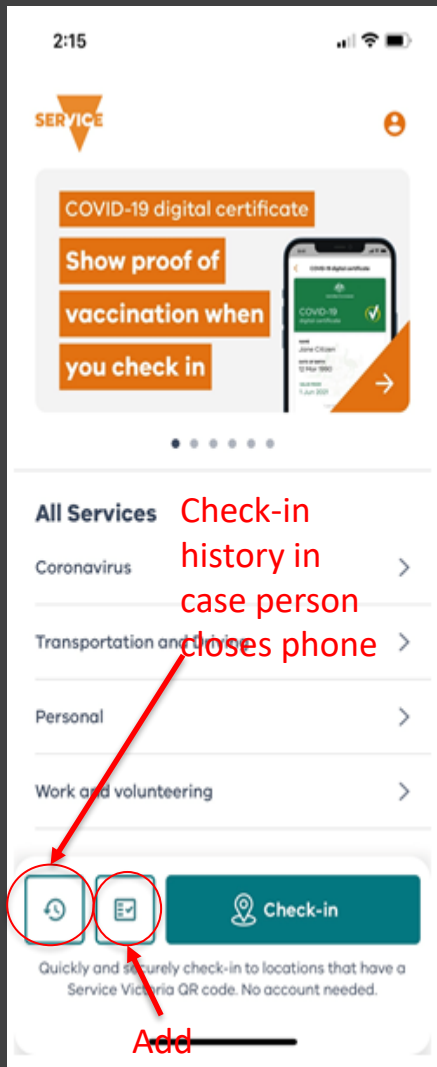
**COVID-19 digital certificate**



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



COVID related signage

# Personal Protective Equipment & Further Barriers



Sneeze Guard - Reception



Gloves for cleaning &  
Social distancing signage



Entry QR code signage & Hand  
sanitising station



# Operational Requirements - PARC



**PARC's facility operation is guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team, updated on 19 November 2021.**

- In line with government directions, **only fully vaccinated people are able to attend the facility, this includes patrons, employees and contractors.**
- COVID Check-in Marshalls or customer service officers will monitor and assist patrons to check-in using the QR code and check for valid certificates.
- There are no density quotient limits or facility caps for PARC (effective 19 November 2021).
- 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 sight 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) may be required to verify the name on the hard copy of the 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 operations are 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 (18+ years only) 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 operations are guided by the restrictions and directions outlined by the Victorian State Government and Public Health Team**

- Pines will operate with a pre-COVID facility capacity as outlined in the occupancy risk assessment (not greater than 1,000 patrons).
- In line with government directions, **only fully vaccinated people (12+ years) 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 sight 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) may be required to verify the name on the hard copy of the 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.**

## 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!*