

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: _____ Traralgon Tennis Association _____
 Site location: _____ Traralgon _____
 Contact person: _____ Susie Grumley _____
 Contact person phone: _____ 0448 551 610 _____
 Date prepared: _____ August 07, 2020 _____

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<p><i>Hand sanitiser is available at the entrance to the venue and users have been told to sanitise upon entering and leaving the venue Hand sanitiser is available in the tournament box and rest rooms of the venue Tennis Victoria posters have been laminated and placed near all sanitisers advising users of the correct hygiene practices Sanitiser. Liquid soap and paper towels are available for all staff throughout the venue</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Doors are open when office staff are in the venue to let fresh air into the clubrooms and circulate throughout the venue. Air conditioning is not being used at this time. Fans are also used in the kitchen area when needed</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering 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.</p>	<p><i>All staff are wearing face masks inside and outside the venue. All members have been advised if they are using the venue that all people 12 years and over need to wear a face mask whilst inside the venue. They do not need it whilst playing tennis but need to put it on once they are finished on the court</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>	<p><i>All staff are well aware of the correct use and disposal of face masks and the correct hygiene practices that need to be taken over this time</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>The clubrooms are closed during this time except for staff to minimise high touch communal items. Toilet access is available when staff are at the venue, cleaner is coming in each day to clean high touch areas. Doors and gates are left open when the venue is staffed to reduce people touching the handles</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Club cleaner is coming in daily to clean high touch surfaces of the venue, there is minimum people coming through the venue Extra disinfectants, paper towels, liquid soap and sanitiser has been brought. Dishwasher is being used to wash any dishes, cups or cutlery rather than manual washing</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Extra cleaning products have been purchased from our local Cleaners World</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Staff who are able to work from home will do so, when staff do need to come in there is generally only one or two others at the venue in different areas</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>As there are only four workers coming in regularly, they are advised not to come in should they be unwell. Members to the venue are not permitted to come inside the clubrooms, they can have a game of tennis and then leave the venue</i></p>
<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>	<p><i>Workers inside the venue are in separate workplaces and at least 1.5m apart. There is a sliding glass window between the two offices Members coming to play tennis are only permitted to play two to a court, or four if they are from the same family. Players are allocated a court, playing courts are spaced apart and there is only 10 people in the venue at once.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>This is not applicable for our venue</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>There are only two office workers, in separate offices, and rarely both there at the same time</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p><i>There is currently no build up of workers needing to enter and exit the workplace Only urgent maintenance will be attended to, any other maintenance work will be left until after the restrictions are lifted</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Staff are trained in physical distancing during work hours and whilst socialising, staff do not take lunch breaks</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Currently there is not a need for any deliveries to the venue</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>This is not applicable at the venue</i></p>
<p>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.</p>	<p><i>Tennis Victoria endorsed signs have been placed on the doors into the venue and inside the venue</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>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.</p>	<p><i>A register of all users is kept daily with names and phone numbers to be able to contact people should we need to Members to contact the Manager to book a court, so the Manager can keep a register of all users Coach to keep a register of all coaching students</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>This is being worked on</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Daily register of users and visitors is being recorded</i></p>
<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>	<p><i>Clubrooms are closed to visitors except for restroom emergencies Limited numbers are allowed social play on the courts Extra cleaning is in place throughout the week</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>This is in place; any other workers having contact with the person to have a test and isolate until the result is known.</i></p>
<p>Prepare to notify workfers and site visitors (including close contacts)</p>	<p><i>Any users will be notified of a positive case and told to have a test and isolate until the result is known</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>This is in place</i></p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>This would be in place</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed ___Susie
Grumley_____

Name _____

Date
__07/08/2020_____