

COVIDSafe Plan

Greensborough Bowling Club COVIDSafe Plan

Business name: Greensborough Bowling Club

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Based on the DHHS Covidsafe Plan template

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

Action:

Signage at main (only) entrance to display requirements on numbers and designated areas

Email out to all members the current arrangements and restrictions

Compulsory completion of attendance register at main entrance

Using floor markings to provide minimum physical distancing guides

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoor

Action:

A maximum of two bar staff behind the bar any one time

A maximum of three kitchen staff in the kitchen area at any one time

Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

Action:

Recommend that all members complete the online infection control training

Reinforce messaging to members that physical distancing needs to be maintained during bowling announcements

Educating members on hand and cough hygiene, including how to wash and sanitise their hands correctly

Ensuring appropriate information is displayed on the use of face coverings and PPE

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

All members and visitors must wear a face covering in common areas and club rooms

All workers, volunteers and participants must wear a face mask at all times with the exception noted below.

You must carry a face mask with you so you can wear it before or after exercising, unless you have a lawful exception.

Additional face masks will be available where individuals do not wear one

Monitoring use of face coverings on all patrons, unless a lawful exception applies

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

The bar screens are considered adequate

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

Provide appropriate disposal bins for used masks and PPE

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen and bar utensils, touch screens, shared work equipment)

Provide information about workplace cleaning schedule and how to use cleaning products

Monitor supplies of cleaning products and regularly restock

Swapping shared coffee and condiments for single serve sachets

Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment

You should display a cleaning log in shared spaces.

Action:

Cleaning log to be completed daily

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- Mount hand sanitiser stations throughout the club and greens
- Ensuring rubbish bins are available to dispose of paper towels and masks etc
- Ensuring adequate supplies of soap and sanitiser
- Signage to show proper method on how to wash and sanitise their hands correctly.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

Bowlers and all visitors are not to participate in bowls if they display even the mildest symptoms

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- 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
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- 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
- 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
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- We have an updated contact list for all members, we will use emails to contact each member for notifying them and visitors about a positive case in the club.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and the council
- Establish a process for notifying the council, DHHS and WorkSafe that the site is reopening

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

We will implement the DHHS Workplace attendance register

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action: N/A

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

Making sure that the air conditioning is set for optimum air flow at the start of each day

Where possible the outside balcony / BBQ areas will be utilised

6. Create Bowling Bubble

Requirements: 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.

Action:

We will consider staggering the start and break times between greens to reduce use of common areas at the same time, alternatively breaks may not be taken at all

Encourage bowlers to minimise time in shared facilities when taking break

Provide sanitising stations at each green for equipment cleaning

Refrain from shaking hands, high-fives or any contact with others

All equipment will be sanitised when placed out and also by the lead bowlers prior to them commencing the end.

Spray chalk and liquid chalk must be the only markers used.

Players are not to touch other players bowls unless of absolute necessity. If such does occur further hand sanitising is required immediately.

The handling of the mat and kitty is to be limited as much as possible to the leads. Leads' should use hand sanitiser prior to picking up the jack and the mat to commence the next end. Once the jack is rolled the Skip at the other end is to straighten it with his or her foot. Should the jack go into the ditch or out of bounds such should be collected with a lifter and returned as necessary.

Skips picking up the mat should use a lifter, or if none available sanitise their hands regularly.

Prior to further delivery the lead bowler will need to sanitise their hands.

Under no circumstances can bowls be shared.

We will ensure one player per rink is responsible for updating the scoreboard. Away teams should not touch the scoreboard. Pens to keep score should not be shared.

Water fountains are only to be used to refill water bottles not to drink from. Clubs can provide or sell bottled water. Members can bring their own subject to the rules of the club.

Greensborough Bowling Club will provide tea and coffee facilities, however only single use cups are to be used, individual players to provide their own food/water.

Attachments



COVID-workplace-attendance-register.docx



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