

KOOYONG LAWN TENNIS CLUB

COVID SAFE PLAN

Business name:	KOOYONG LAWN TENNIS CLUB
Site location:	489 GLENFERRIE ROAD, KOOYONG 3144
Contact person:	CHRIS BROWN – CHIEF EXECUTIVE OFFICER
Contact person phone:	0409 550 110
Date prepared:	01 MARCH 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Sanitiser stations	<ul style="list-style-type: none">• The Club executes a hygiene policy which Members and staff have been regularly informed and educated about. It outlines the benefits of safe hygiene practices throughout the outbreak.• Safe hygiene posters are up around the Club in prominent positions.• The Club has provided hand sanitiser on entry and exit points of the clubhouse, Pavilion and to the court precinct.• Hand sanitiser is provided in each Member area of the clubhouse including the food and beverage areas, gymnasium, pool, fitness studio, billiards room, tennis courts and squash courts.• Hand Sanitiser is provided in all staff areas of the Club (for staff use) including the bar, kitchen, administration area, pro shop, coach's office, pool, gym and maintenance sheds.• Hand soap and paper towels are used throughout the Club.
Personal Protective Equipment	<ul style="list-style-type: none">• All Members, guests and staff are encouraged to comply with government directions for face masks when on the premises, unless a lawful exception applies.• Staff wear face masks in the clubhouse• Save for one staff member with a medical exemption, there have been no requests from staff in relation to an exception to compulsory face mask use. This includes when moving about the Club or in the office environment.• PPE training is mandatory, and records are kept monitoring compliance.• The Club has a supply of facemasks and gloves that are available for Members, guests and staff at all times.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Providing direction and training to staff on good hygiene practices and slowing the spread of COVID-19</p>	<ul style="list-style-type: none"> • The Club has a COVID policy and a manual which contains direction on the symptoms and impact of COVID, measures to prevent the transmission of COVID and policies around Safe Hygiene, Social Distancing and the use of PPE.
<p>Regular cleaning of high touch communal areas</p>	<ul style="list-style-type: none"> • High touch points throughout the Club are regularly cleaned and wiped down. This includes door handles, lift buttons and POS screens.
<p>Use of contactless alternatives</p>	<ul style="list-style-type: none"> • Doors and gates have been left open or set to automatic so there is reduced requirement to touch handles which could be a key transmission risk. • Gloves are provided for use in areas of the Club including sections of the gymnasium.
<p>Service delivery</p>	<ul style="list-style-type: none"> • Menus are within plastic display folders and cleaned after use. • Contactless payment options have been adopted and patrons are encouraged to use it in preference to cash.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Daily Cleaning</p>	<ul style="list-style-type: none"> • The Club employs professional cleaners to clean the Club before opening on a daily basis and at other times during the day. • In addition, staff undertake cleaning throughout each day. • Key usage areas of the Club, like the gymnasium, are cleaned throughout the day and Members are required to wipe down equipment after use. • Staff are undertaking additional wiping down of equipment throughout each day.

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Supply	<ul style="list-style-type: none"> • The Club has sourced an adequate supply of appropriate cleaning products, sanitiser, hand soap, paper towels, gloves and face masks to ensure there is unlikely to be any inventory shortages.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Work from home access	<ul style="list-style-type: none"> • A number of staff, whose job responsibilities allow remote working, have been set up to do so. • This includes access to a lap-top and secure VPN access to the server.
Sign in registers	<ul style="list-style-type: none"> • Entrances to the clubhouse have either been locked or are manned at all times by staff. • All Members, staff and contractors are required to book and register upon entry to the Club. The register collects name and contact information as required by the legislation. • Member activities are electronically recorded in the club membership system and QR code registrations record guests. If required, written sign in registration is completed.
Temperature checking	<ul style="list-style-type: none"> • Temperature checking is undertaken for all people coming to the Club. • Anyone with a temperature above 37.5 degrees is asked to leave the facility immediately.
Social Distancing	<ul style="list-style-type: none"> • The Club has a formal Social Distancing Policy and floor markings are in place throughout the building. • Members and staff have been regularly educated around the need to maintain social distancing requirements when on the premises. • Where practical, employees are required to be spaced at least 1.5 metres apart. In areas where this is not practical (such as the kitchen), staff have been educated around being mindful of other staff and the need to maintain at least 1.5 metres wherever possible. • Staff numbers in the kitchen have been reduced substantially to reduce the risk of transmission. • All workstations in the Club are a minimum of 1.5 metres apart.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Barriers have been installed in the reception and service areas to maintain social distancing and reduce the risk of transmission. • Staff are encouraged to eat lunch at their desks. Where this is not possible staff are required to spread out to eat lunch throughout areas of the Club at a minimum of 1.5 metres apart.
Floor Markings	<ul style="list-style-type: none"> • Floor markings and other signage has been used to provide minimum physical distancing guides in high usage areas of the Club.
Reporting Policy	<ul style="list-style-type: none"> • The Club has a detailed COVID Management Plan. All staff have been informed of details of the plan and asked to report all related matters immediately to the CEO if issues arise. • Staff are required to advise if they are unwell in any way and are not permitted on the premises until medically cleared to do so.
Education and Training	<ul style="list-style-type: none"> • The COVID Management Plan contains information on COVID including the symptoms, risks and information around the benefits of safe hygiene practices, social distancing and PPE use.
Takeaway pick up protocols	<ul style="list-style-type: none"> • Takeaway pickup has been developed to maintain a contactless service. Orders are placed and processed by phone/email. Pickup is collected from a designated pick up area which maintains social distancing.
Work rostering	<ul style="list-style-type: none"> • Rostering has been developed to minimise the number of staff required on premise on a daily basis
Signage	<ul style="list-style-type: none"> • Clear and visible signage is in all areas as required and specifies maximum occupancy of each space, as determined by the social distancing rules.

Guidance	Action to ensure effective record keeping
Record keeping	
Onsite Attendance Register	<ul style="list-style-type: none"> • Main entrances to the Club are either locked or manned. • A record keeping process is in place to record the attendance of Members, guests, contractors and staff on site each day. This information will be used to identify close contacts in the event of a transmission risk. • Members and staff have been encouraged to download the COVID app.
OHS System	<ul style="list-style-type: none"> • The Club maintains an OHS reporting system. Any incidents are reported and referred to the OHS Committee that meets monthly. • Regular workplace inspections are undertaken by the designated Committee representatives. • Board reporting of any incidents or OHS issues occurs on a monthly basis.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Risk Assessment and Business continuity	<ul style="list-style-type: none"> • The Club has undertaken a risk assessment of the impact of COVID-19 on business continuity.
Contact Tracing	<ul style="list-style-type: none"> • The Club's record keeping is detailed and is sufficient in providing DHHS with staff and Member/guest records to support contact tracing.
COVID Reporting	<ul style="list-style-type: none"> • The Club has a COVID Reporting Policy that is fully compliant with Victorian Government Directives. It contains information on: <ul style="list-style-type: none"> ➢ how the Club will manage a suspected or confirmed case involving an employee or Member/Visitor to the Club ➢ how we will notify the staff or Members of a confirmed or suspected case ➢ reporting to DHHS and Worksafe ➢ deep cleaning requirements ➢ return to work provisions
Mental health and employee welfare	<ul style="list-style-type: none"> • The Club has been in communication with staff in relation to COVID and its impact on the operations of the Club. • The Club has posted information of links to resources that promote mental health, wellbeing and staff welfare. • The Club has supported staff through extraordinary financial assistance. • Staff annual leave entitlements have been accessed when requested.

I acknowledge that I understand my responsibilities and have implemented this COVID Safe Plan in the workplace.

A handwritten signature in dark ink, appearing to read 'CB', written in a cursive style.

Signed _____

Name Chris Brown

Position: CEO

Date 1 March 2021