



# HEATHERDALE TENNIS Club - COVIDSafe Plan

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5 July 2021

## About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

### In order to be compliant with public health direction:

- ☐ All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- ☐ This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- ☐ In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- ☐ You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- ☐ In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

**If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at [vic.gov.au](https://www.vic.gov.au).**

## How to develop your COVIDSafe Plan

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at ([hyperlink](https://www.vic.gov.au)) [vic.gov.au](https://www.vic.gov.au).

### 2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

**Please note:**

**Mandatory requirements under public health direction feature this symbol: (symbol of triangle with exclamation mark)**

- ⚠ All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- ⚠ Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

### 3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

### 4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

**For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [vic.gov.au](http://vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

#### Your COVIDSafe Plan

Business name: Heatherdale Tennis Club

Plan completed by: Andrea Bouly (Secretary), Jos Wolfcamp (Licencee), David Webb (President)

Date reviewed: 29/06/2021

The Heatherdale Tennis Club will be opening our social rooms, bar and canteen. Our social rooms will be open to our members and guests but limited to a group size of 50 maximum. We will be operating within our red line for all seated areas. We will utilise seated facilities within our 2 social areas as listed; Juniors Room, Bar Room and Outdoor deck area. The canteen will be available for takeaway purchases for Juniors on a Saturday morning. Although we are not commencing with this service until the following season commencing July 17 2021. The bar will open immediately and will be offering pre-packaged food items (chips and the like), alcoholic and non-alcoholic beverages as well as bottled water.

The above will all be carried out in accordance with the plan outlined below and the *Industry Restart Guidelines – Hospitality* (Hospitality Guidelines). We will continue to work within the guidelines outlined by the Victorian State Government and Whitehorse City Council.

## 1. Ensure physical distancing

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

- ⚠ Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- ⚠ Minimising the build-up of people waiting to enter and exit the workplace
- ⚠ Using floor markings to provide minimum physical distancing guides
- ⚠ 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 indoors
- ⚠ Limit number of patrons in accordance with industry directions.

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- ☒ Food and drink facilities can open for seated indoor and outdoor service (for food and/or drink) under the following restrictions:
- ☒ Tables must be cleaned after every customer.
- ☒ Cleaning, signage and record keeping requirements apply.
- ☒ Businesses must keep a record of customer details, including the date and time the person attended these facilities. These records should be kept for 28 days. These will be logged using our CovidTracer app
- ☒ For indoor space: Businesses can serve customers indoors restricted to a maximum of 50 patrons per venue indoors, subject to density requirements of one person per four square metres.
- ☒ Maximum person allowed signage will be posted at the entrance to each area along with toilets.
- ☒ All members and visitors will be informed of all requirements and physical distancing rules. Car pooling for members will be organized as required, following the guidelines but discouraged unless members are from the same household.

## 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 –**

- ☒ Ensure all staff and visitors are wearing face masks. Any refusal to this requirement will be asked to vacate the premise.
- ☒ All staff and visitors will wear a mask unless they are consuming food and drink.
- ☒ Barriers will be put in place to minimise contact
- ☒ COVID officer or personnel who have completed the infection control course and the return to business course will be onsite at all times. . N/A as we are only providing packaged food.

## 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.**

- ☒ Clean surfaces with appropriate cleaning products, including detergent and disinfectant. We will be using Bioglan II commercial disinfectant which is proven to decontaminate surfaces from Sars-CorV2.
- ☒ Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. We will use contactless payment as the preferred option at our bars and canteen.
- ☒ Clean between shifts
- ☒ High-touch points will be indicated by sticker dots for ease of identification and will be cleaned on an hourly basis during operation
- ☒ Sanitation stations including wipes and hand sanitiser will be setup at numerous locations both outside and inside the facility.
- ☒ A cleaning log will be kept for the entire facility.

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

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## 4. Keep records and act quickly if workers become unwell

**Requirements: Support workers to get tested and stay home even if they only have mild symptoms.**

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

- ② 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
- ② Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period. Our CovidTracer app requires answering questions regarding health and isolation status. Reports of all visitors can be created on demand
- ② Having a plan in place to clean the worksite (or part) in the event of a positive case. We will be utilising professional commercial cleaners and foggers to decontaminate the facility.
- ② 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. Will provide DHHS with our detailed contact tracing report from CovidTracer.
- ② 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. Once notified we will contact Worksafe on the above number.
- ② Having a plan in the event that you have been instructed to close by DHHS. Access to our sporting club and pavilion will be closed in the event DHHS instruct as to close
- ② Heatherdale Tennis Club must immediately notify Council of any suspected or confirmed cases of COVID-19 linked with use of Council facilities (sports field/green/court or pavilion/club house). Please notify Olivea Sutton - Recreation Services Officer on 0407 519 501 (m) with a follow up email: olivea.sutton@whitehorse.vic.gov.au
- ② Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

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

- ② We will utilise the CovidTracer app for contact tracing. We can view real-time information for staff and visitors on site. A full report can be produced for tracing and DHHS requirements

**If your industry is restricted or heavily restricted, you must also:**

- ② **Restricted Industries**  
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate
- ② **Heavily Restricted Industries**  
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

## 5. Avoid interactions in enclosed spaces

**Requirements: You should reduce the amount of time workers are spending in enclosed spaces.**

- ② Enabling working in outdoor environments
- ② Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. We will be utilising our outdoor covered deck area and canteen as our primary areas of service
- ② Enhancing airflow by opening windows and doors
- ② All allowed maximum people inside and outside of the venue will be maintained at all times as advised by the State Government of Victoria

# COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan.

For further information go to (hyperlink) [vic.gov.au](http://vic.gov.au).

## 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

**You may also consider:**

- ☐ Minimising the build-up of people waiting to enter and exit the workplace
- ☐ Using floor markings to provide minimum physical distancing guides
- ☐ Reviewing delivery protocols to limit contact between delivery drivers and workers

**Action (examples): Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas**

- ☐ Allocate different doors for entry and exit
- ☐ Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit
- ☐ Use floor markings to provide minimum physical distancing guides at entrances and exits
- ☐ Outlining the maximum occupancy of areas that are open to the general public, and information about signage

**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 indoors

**Action (examples):**

- ☐ Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
- ☐ Comply with relevant density quotient and signage requirements in the Workplace Directions

**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](http://vic.gov.au)

**Action (examples):**

- ☐ Develop and educate workers on strategies and work practice changes to maintain physical distancing
- ☐ Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- ☐ Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly

- ☐ Reinforcing the importance of not attending work if unwell
- ☐ Ensuring appropriate information on the use of face coverings and PPE
- ☐ Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits

**If your industry is restricted or heavily restricted, you must also:**

- ☐ Reduce workers levels in accordance with industry directions.
- ☐ Limit number of patrons in accordance with industry directions.
- ☐ Have no carpooling.
- ☐ **Heavily Restricted Industries Only**  
Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.

## 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 (examples):**

- ☐ Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn
- ☐ Monitoring use of face coverings in all workers, unless a lawful exception applies

**Requirements: You should install screens or barriers in the workspace for additional protection where relevant.**

**Action (examples): None.**

**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 (examples): None.**

**There are no additional requirements for restricted or heavily restricted industries.**

## 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 (examples):**

Regular cleaning will be undertaken and a new touch screen system has been installed at the bar to minimize the use of cash.

- ☐ Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- ☐ Provide information about workplace cleaning schedule and how to use cleaning products
- ☐ Identify which products are required for thorough cleaning
- ☐ Monitor supplies of cleaning products and regularly restock
- ☐ Swapping shared coffee and condiments for single serve sachets
- ☐ Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers
- ☐ Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment
- ☐ Provide workers with their own personal equipment, labelled with their name

**Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.**

**Action (examples): None.**

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

**Action (examples):**

- ☐ Location of hand sanitiser stations throughout the worksite
- ☐ Ensuring rubbish bins are available to dispose of paper towels
- ☐ Ensuring adequate supplies of soap and sanitiser
- ☐ Ensuring workers have information on how to wash and sanitise their hands correctly.

**If your industry is restricted or heavily restricted, you should also:**

- ☐ Conduct an audit of cleaning schedules.

## 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 (examples):**

- ☐ Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case

**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 (examples):**

Heatherdale Tennis Club must immediately notify Council of any suspected or confirmed cases of COVID-19 linked with use of Council facilities (sports field/green/court or pavilion/club house). The club will notify Olivea Sutton - Recreation Services Officer on 0407 519 501 (m) with a follow up email: [olivea.sutton@whitehorse.vic.gov.au](mailto:olivea.sutton@whitehorse.vic.gov.au)

- ☐ Establish a process for notifying workers and close contacts about a positive case in the workplace.
- ☐ Establish a cleaning process in the event of a positive case.
- ☐ Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- ☐ Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- ☐ Establish a process for notifying Worksafe that the site is reopening

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

**Action (examples):**

- ☐ Consider implementing temperature checking
- ☐ Ask workers to complete a health questionnaire before starting their shift
- ☐ Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system
- ☐ Review processes to maintain up-to-date contact details for all workers
- ☐ Provide information on protocols for collecting and storing information

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

**Action (examples): None.**

**If your industry is restricted or heavily restricted, you must also:**

- ☐ **Restricted Industries**  
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- ☐ **Heavily Restricted Industries**  
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

## 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 (examples):**

- ☐ Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

**There are no additional requirements for restricted or heavily restricted industries.**

## 6. Create workforce bubbles

**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 (examples):**



- ☐ Communicate to workers so they understand they cannot work across multiple sites
- ☐ Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- ☐ Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- ☐ Encourage workers to minimise time in shared facilities when taking breaks
- ☐ Ensure groups of workers do not mix across different shifts

**Requirements: Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.**

**Action (examples): None.**

**If your industry is restricted or heavily restricted, you must also:**

- ☐ Limit or cease the number of workers working across multiple work sites.
- ☐ Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

**For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)**