

COVIDSafe Plan – Ballarat Golf Club



About the COVIDSafe Plan

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

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations 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 a 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.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities


Information on public health directions applying to employers is available at coronavirus.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. Practise physical distancing
2. Wear a face mask
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 additional requirements apply to some industries. For more information on additional industry obligations, see: <https://www.coronavirus.vic.gov.au/additional-industry-obligations>.

Mandatory requirements under public health direction feature this symbol: 

- 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 [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Ballarat Golf Club


Plan completed by: Lloyd Miller

Date reviewed: 22 November 2021

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




Practice physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <p>Shared work areas are only accessible to workers, and should only include workers in the density quotient.</p> <p>Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.</p> <p>Further information can be found at coronavirus.vic.gov.au</p>	<ul style="list-style-type: none"> - Density limits removed 19/11 - A Covid safe marshal will be onsite to check QR code and double vaccination in pro shop and clubhouse. - Must be double vaccinated 12 years and 2 months to enter facility. - Avoid handshakes or other contact - Indoors staff front of house must wear face mask unless they have a medical condition - A drivers licence to confirm identity with vaccination certificate may be requested by staff
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <p>Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace</p> <p>You may also consider:</p> <p>Minimising the build-up of people waiting to enter and exit the workplace.</p> <p>Using floor markings to provide minimum physical distancing guides.</p> <p>Reviewing delivery protocols to limit contact between delivery drivers and workers</p>	<ul style="list-style-type: none"> - No density limits as above - Staff are encouraged patrons to pay with contactless payments where possible -
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <p>Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au</p>	<ul style="list-style-type: none"> - At a staff meeting held 29/10 to explain procedures and remind staff to practice good hygiene and physical distancing while regular washing hands and sanitise their hands correctly. - If staff are not well, they are reinforced to not attend work - Staff encourage to use own transport -
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	



Wear a face mask


Requirements and recommendations	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> - F&B staff serving food to wear face masks for indoors unless the person has a medical condition/reason - Customers do not have to wear a mask indoors - Customer may choose to wear a mask still - Single use facemasks are available for those who do not have one
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> - Staff room sign how to fit a face mask - Re-usable face masks should be washed each day after use. If during the day it is visibly dirty or wet, replace with a clean face mask immediately

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	
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Practice good hygiene




Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <p>Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.</p> <p>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.</p> <p>Clean between shifts.</p>	<ul style="list-style-type: none"> - High touch areas will be regularly cleaned with disinfectant such as door handles and benches. A cleaning schedule arranged on these areas and stored in bar area. (Please keep the daily records for 28 days). - All gaming machines are operational, tables and chairs cleaned after each use with disinfectant – using A3 signs to indicate machines clean or not - Avoid using other staff's desk, phones and computers - Avoid touching face, eyes, nose and mouth - Everyone must wash and dry their hands <ul style="list-style-type: none"> - Before and after eating - After coughing or sneezing - After going to the toilet - When changing tasks and after touching potentially contaminated surfaces - Cover your mouth when you cough using your elbow or clean tissue
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> - Cleaning schedule arranged and stored at bar for staff to review.
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> - Hand sanitiser available at entrance, bar, gaming bar, lectern for lunch/dinner and at golf shop - Soap dispensers are in all bathrooms, locker rooms and kitchen

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	
<p>Adhere to additional hygiene training requirements.</p>	



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	Yes, Staff have been instructed to not attend work if they have any covid symptoms, to seek and follow medical advice. Financial support available explained.
 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 or a close contact while at work. Having a plan in place to clean the worksite (or part) in the event of a positive case. Having a plan to contact the Department of Health 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 COVID-19 at your workplace. Having a plan in the event that you have been instructed to close by the Department of Health. Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.	<ul style="list-style-type: none"> - The General Manager will be notified of a positive case - Contact will be made with DHHS 1300 475 170 and WorkSafe 13 23 60 - Follow the direction of DHHS and WorkSafe this includes any cleaning required. - Those attending scan on arrival using Government QR Code on arrival so DHHS will have access to close contacts for staff, members & guests - Communication will be completed by department heads and to external clients where possible of a confirmed case at the site as required. - When a confirmed case is linked to the club an email to notify members advising of a case and to seek medical advice if they have been on set days. - Our re-open procedure will be as directed by DHHS and Worksafe
 Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .	<ul style="list-style-type: none"> - QR code available at entrance areas, door entrances and on tables



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <p>Enabling working in outdoor environments.</p> <p>Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.</p> <p>Enhancing airflow by opening windows and doors.</p> <p>Optimising fresh air flow in air conditioning systems.</p>	<ul style="list-style-type: none">- Staff may go for a walk outside on their breaks- The outdoor areas are available for patrons to use within density limits- Doors and windows may be opened in areas to allow more fresh air into the building. Just remember to close them at the end of day and if the weather permits.

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<ul style="list-style-type: none">- Covid Marshal assigned- QR Codes implemented
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Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p>	<ul style="list-style-type: none"> - When possible, we will but staffing numbers are difficult to conduct at all times in a 7 day a week business in all departments of the club. - Staff will try to serve in set rooms to avoid exposure to less staff where possible.

If your industry is subject to additional industry obligations, you may also be required to:

<p>Limit or cease the number of workers working across multiple work sites where reasonably practical.</p>	<ul style="list-style-type: none"> - Department heads to discuss with staff and ask staff to work solely with Ballarat GC, but given financial reasons some staff will work multiple positions. Especially casual staff
<p>Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.</p>	<ul style="list-style-type: none"> - Department heads to identify and record.