



COVID SAFETY PLAN

RecWest Braybrook

July 2021

COVID-19 Information

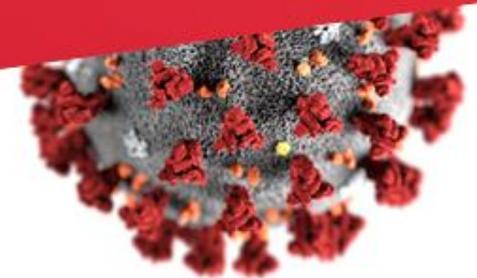
What is a Corona Virus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

How is COVID-19 Spread?

COVID-19 is most likely to spread from person-to-person through:

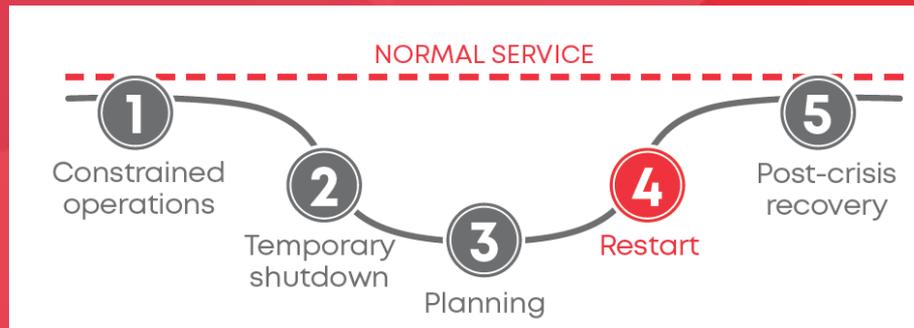
- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as door knobs or tables) that have droplets form an infected person, then touching your mouth or face.



YMCA Victoria

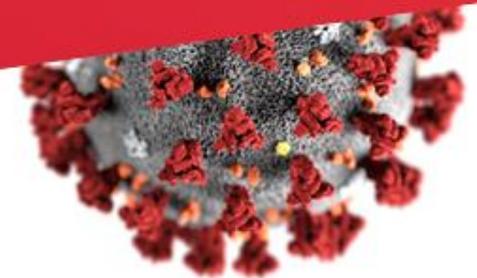
The Y has been a cornerstone of the Victorian community for more than 170 years – a period of time that has included other major crises ranging from the 2009 Bushfires to delivering large-scale wartime services. However as a not-for-profit that invests its full resources into our mission we do require the continuing support of our partners in order to retain our ability to keep serving the community – especially during this time.

This COVID Safety Plan forms part of the restart stage of the 5 step plan that is steering YMCA Victoria back to normal service.



YMCA VICTORIA IS COMMITTED IN ENSURING ALL OF ITS FACILITIES AND OPERATIONS ARE:

- COVIDSafe for all staff, volunteers, contractors, visitors and patrons
- Compliant with Government COVID-19 Restrictions



Y Victoria's Commitment:

In order to be COVIDSafe at all Y Facilities we are committed to:

Temperature Scanning

Temperature scanning is occurring at all Y facilities. Staff and contractors will be scanned upon entry. Anyone who displays a temperature of 38 and above will be politely asked to leave.

Physical Distancing requirements

A distance of 1.5m between people throughout our facilities and programs. All spaces have been measured and 4m² capacity restrictions are in place for all facilities and spaces. Staff, visitors and Patrons will be counted as they enter and exit facilities. Removal of seats and equipment has occurred to ensure social distancing.

Signage and Instruction

Throughout each Facility you will find signage and instructions on how staff and customers can be COVIDSafe. Hygiene signage and floor, seat and bench decals have been installed to assist with distancing.

Increased Hygiene and Cleaning

Where required all staff, visitors and patrons will wear a mask within Y facilities. Each Facility has hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic. Cleaning has been increased with regular touch point cleans, 24 hour facility cleans and ready for decontamination cleans in the event of a confirmed case of COVID-19

Training for staff

All staff have been trained in the COVID Safety training provided by the Health department. Staff have also undergone Y Victoria training and signed a commitment to being COVIDSafe. Role specific training has also been completed to ensure all programs the Y offers within our facilities are COVIDSafe

Process for a confirmed Case

In the event of a confirmed case of COVID-19 the Y has a 8 step confirmed case flowchart. This flowchart ensures isolation, reporting, tracing and cleaning occurs before an area or facility can reopen. Everyone who enters our facilities will have their details recorded to assist with case tracing.

Our commitment to community safety – Carolyn Morris. YMCA Victoria CEO



Carolyn Morris
CEO, YMCA Victoria

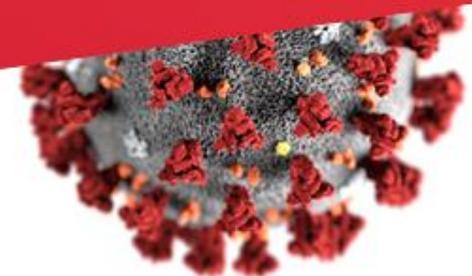
RecWest Braybrook

Facility Details

Name of Facility	Recwest Braybrook	Prepared by	Ryan Holloway
Type of Facility (Sector)	Recreation	Position title	Centre Manager
Street Address	39 Lily Street Braybrook	Completion Date	13/11/2020
Contact Number	93113400	Review Date	10/12/2020
Email Address	Recwest@ymca.org.au		

Y Services within facility

Lap Swimming		Swimming Lessons		Crèche		Group Fitness
Fitness Centre		Sauna		Spa		Playground
Outdoor Pool	x	Sports Stadium	x	Sports Courts	x	Change Rooms
Vacation Care		Tennis Courts				



COVID Safe facility and area capacity

RecWest Braybrook

RecWest Braybrook– Social Distance Capacity per Room / Area – 2m2 (rooms)- 4m2 (activities)				
Room / Area	Total m2	Total People per 2m2	Specific limits	Open/Closed
Reception / Foyer	62	31	31	Open
Multi Purpose Room	70	35	35	Open
Dance Studio	135	66	Group 50	Open
HALL A				
Court 1	720	360	Group 50	Open
Court 2	720	360	Group 50	Open
Court 3	720	360	Group 50	Open
Court 4	720	360	Group 50	Open
Kiosk	8	4	4	Open
Umpire Room	16	8	8	Open

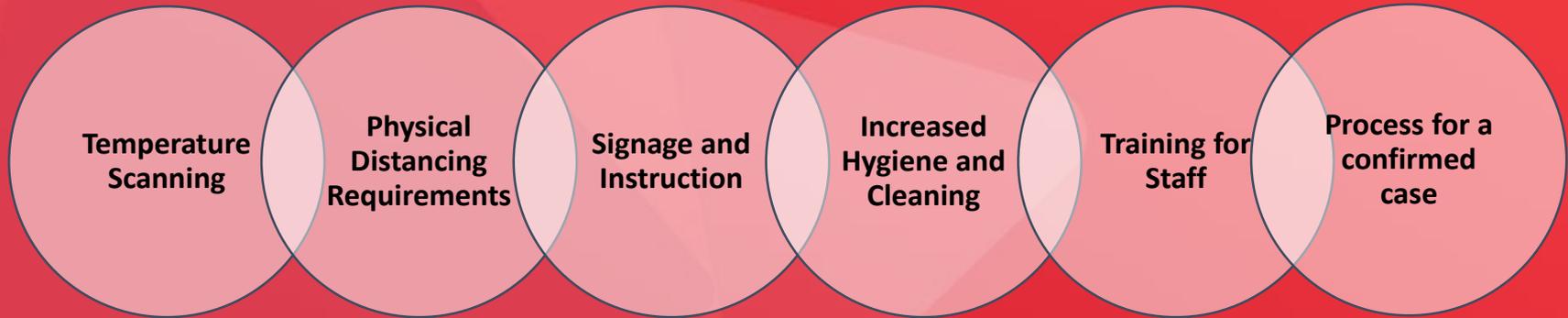
COVID Safe facility and area capacity

RecWest Braybrook

RecWest Braybrook – Social Distance Capacity per Room / Area – 2m2 (rooms)- 4m2 (activities)				
Room / Area	Total m2	Total People (per 2 or 4m2)	Specific Gov Number limits	Open/Closed
Male Toilet	26	13	13	Open
Female Toilet	26	13	13	Open
Disability Toilet	5	2	2	Open
First Aid Room	9	4	4	Open
Admin Office	24	12	12	Open
Manager Office	14	7	7	Open
Staff Room	20	10	10	Open
Staff storage Room	6	3	3	Open
Reception	13	6	6	Open
Storage	18	9	9	Open

RecWest Braybrook

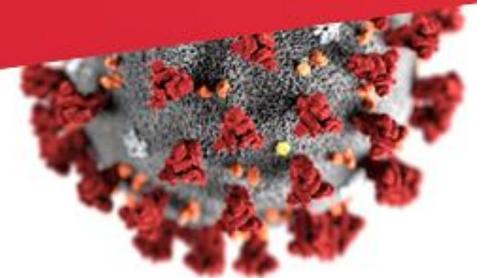
RecWest Braybrook agrees to the following conditions:



COVID Safety Plan:

1. Discuss and share relevant details of COVID Safety plan with staff, Contractors, patrons and contract partners so everyone is aware of what to do and what to expect.
2. Print and display and make available the COVID Safety Plan.
3. The COVID-19 pandemic is an evolving situation – review plan regularly and make changes as required.

Manager Name: Ryan Holloway
Agreed and Signed: Ryan Holloway
Date: 13/11/2020



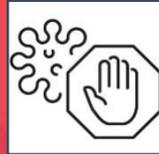
How are we meeting our COVID Safe Commitment

COVID Safe throughout **RecWest Braybrook**



Social Distancing

- Maintaining 1.5m and 2m2 distancing requirements throughout facility. Identification of all areas and capacity limits to meet requirements.
- Decal stickers to instruct social distancing requirements on floors, benches, seats.
- Modification of environments and programs to ensure social distancing. This includes the removal or closure of seats, equipment and redesign of programs and areas



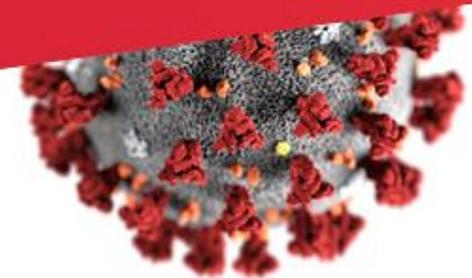
Hygiene

- Hand sanitiser stations at entry/exit, high use and touch points throughout facility
- Reduction of touch points throughout facility. Open or automate doors where possible. Install and provide auto dispenses.
- Customers to bring their own equipment where possible and clean shared equipment.
- Hygiene signage, including how to wash hands and displayed throughout facility



Cleaning

- Increased high touch point sanitisation across facility. In line with government recommendations. Cleaning equipment and sanitising wipes available throughout the facility for both staff and patrons
- Cleaning schedules and processes are audited by facility Manager and Safety Team.
- In the event of a confirmed case of COVID-19 within the facility a decontamination clean will be completed by an external cleaning contractor.



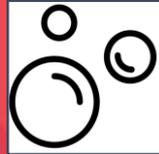
How are we meeting our COVID Safe Commitment

COVID Safe throughout **RecWest Braybrook**



Wear a Mask

- Where required all staff, visitors and patrons will wear a face mask within Y facilities. I.e. if you aren't able to keep 1.5 metres distance from other people.
- All staff, visitors and patrons must continue to carry a face mask with them at all times
- Fitting a Mask safe work procedure available for all staff
- Single use masks are available for all staff.
- For high risk contact tasks single use surgical masks are required. This includes providing first aid and manual temperature scanning.



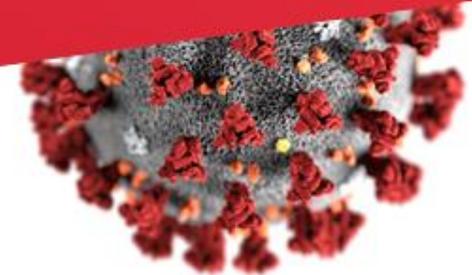
Workplace Bubbles

- Limiting the number of people staff have prolonged close contact with.
- Restricting staff from working across multiple facilities.
- Reducing interactions between staff during breaks and shift changes.
- Where possible avoiding mixing staff across shifts.
- Declaration from staff who are working across multiple premises for a another employer.



Interact Outside

- When possible conduct staff meetings and breaks outside. Adequate sun and weather protection at all times.
- To maximise ventilation open windows and outside doors where possible.
- Limit interactions between staff and patrons by encouraging contactless payment and program bookings.



How are we meeting our COVID Safe Commitment



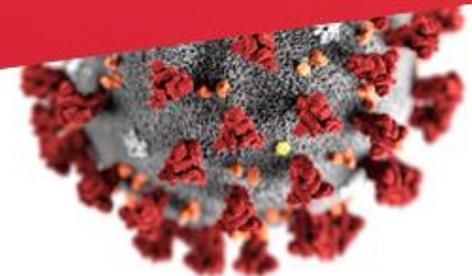
Staff Training

- All staff have completed the COVIDSafe online training provided by the department of Health.
- All staff have completed Y Victoria's COVIDSafe awareness and commitment statement
- Staff have completed training on COVIDSafe operating and safe working procedures relevant to their role.

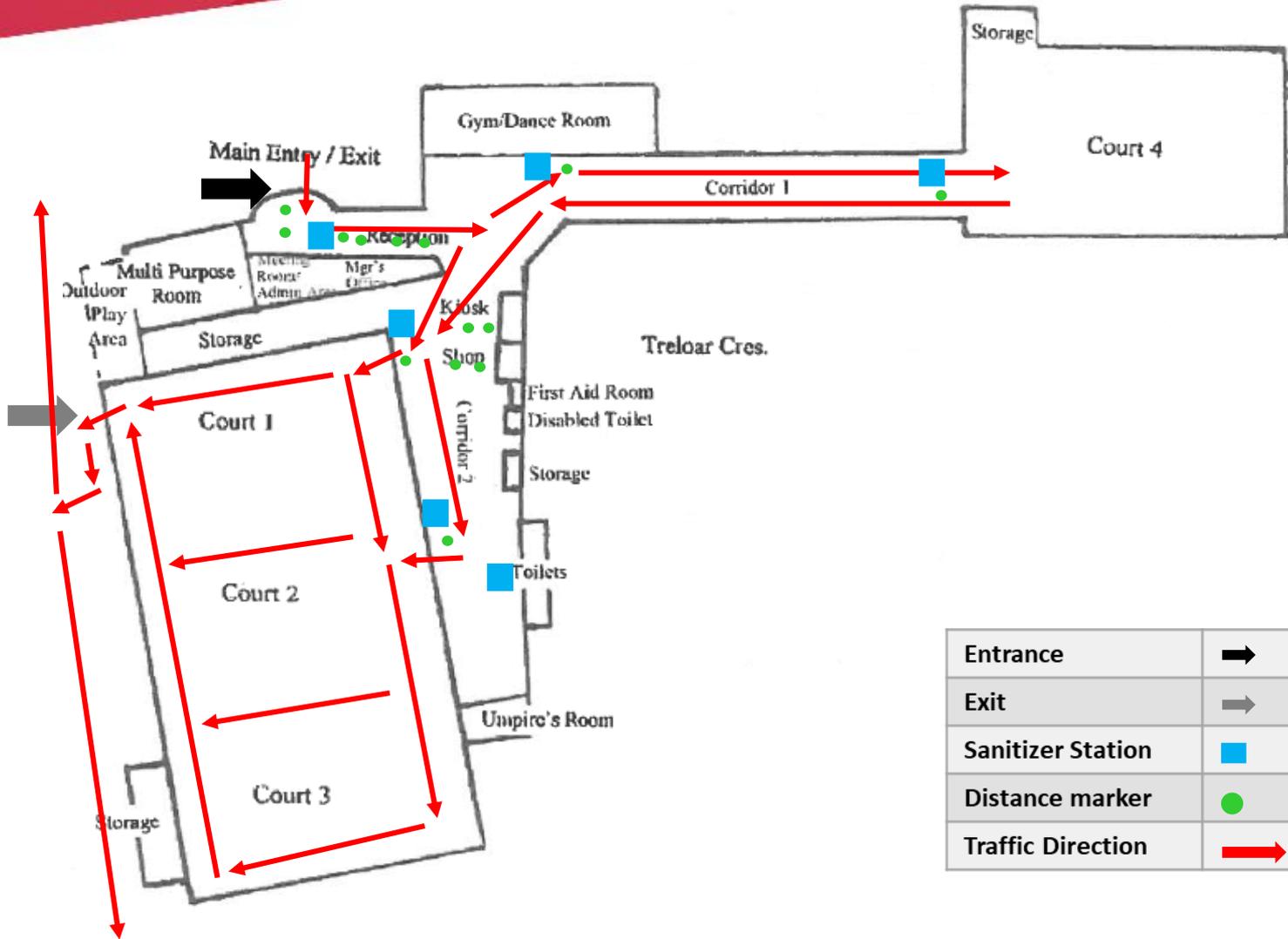


Rules and Awareness

- All staff, volunteers, contractors, visitors and patrons will be required to wear a mask if they are not able to keep 1.5 metres distance from other people. unless they have a lawful exception.
- All staff and contractors will be temperature screened when entering the facility. If anyone has a temperature of 38 or above they will be kindly asked to leave.
- All staff, volunteers, contractors, visitors and patrons will have their details recorded. This will assist in contact tracing in the event of a confirmed case of COVID-19.
- All staff, volunteers, contractors, visitors and patrons are required to follow all social distancing requirements within the facility and during programs at all times
- Any staff, volunteers, contractors, visitors and patrons who display any COVID-19 symptoms at the facility are required to report to a staff member immediately.
- Any staff, volunteers, contractors, visitors and patrons who have any COVID-19 symptoms, come in contact with a confirmed case or been directed to self isolate are not to attend the facility.
- All staff must declare prior to each shift that they are symptom free, have not come in contact with a confirmed case of COVID-19 and have not been directed to self-isolate.
- All staff, volunteers, contractors, visitors and patrons are required to ensure good hygiene practices are abided by throughout the facility and during programs.



COVID Safe map of RecWest Braybrook



Entrance	➡
Exit	➡
Sanitizer Station	■
Distance marker	●
Traffic Direction	➡

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. ISOLATE

Isolate the person from others, provide them with a disposable surgical mask if available and isolate them in a separate room.



2. TRANSPORT

Ensure the person has transport to their home or medical facility.



3. ESCALATE

Notify your manager immediately, manager to escalate to ELT. Initiate Critical Incident Process.



4. INFORM

Manager to ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials. Contact your State Health & Safety Regulator.

CRITICAL INCIDENT TEAM (CIT)



5. CLOSE / ISOLATE

CIT to determine the level of isolation or closure of site, staff or public to be evacuated from area / site.



6. IDENTIFY

CIT to identify who at the site had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



7. CLEAN

CIT to determine the level of cleaning required. Engage cleaning company Smart Clean to conduct decontamination clean (0422 289 744).



8. REVIEW / OPEN

CIT to review: risk management controls relating to COVID-19, whether work may need to change and if site can re-open. Keep employees and public up to date with what is happening.

If the suspected or confirmed case of COVID-19 (Staff or Public) is not at site when diagnosed – START AT STEP 3

CovidSafe Facility Implementation Sign Off

Facility name has a maximum capacity of number patrons and agrees to the following conditions:

Implementation Action	Details	Date	Manager Sign
COVID-19 Re-Opening Checklist INX Log	Facility has logged the INX COVID-19 Re-Opening checklist	17/11/20	RH
COVIDSafe Plan	Facility has completed this COVIDSafe Plan	13/11/20	RH
Sector Risk assessment	Manager has read and understood sector specific COVID-19 Risk assessment and applied control measures	17/11/20	RH
Sector Prestart Covid-19 Checklist	Sector Specific COVID-19 Reopening checklist has been completed and recommended safety measures implemented	17/11/20	RH
Sector Prestart Health & Safety Checklist	Sector Specific Reopening Health & Safety Checklist	17/11/20	RH
Clean Facility	A deep clean of facility has been completed prior to opening	27/11/20	RH
COVIDSafe Training	All staff have completed COVIDSafe training requirements	17/11/20 - planned	RH
COVIDSafe Declaration	All staff have completed and digitally signed the COVIDSafe Declaration	17/11/20 – in progress	RH

Manager Name:

Ryan Holloway

Agreed and Signed:

Ryan Holloway

Facility Opening Approval By:

Nadine Kemp

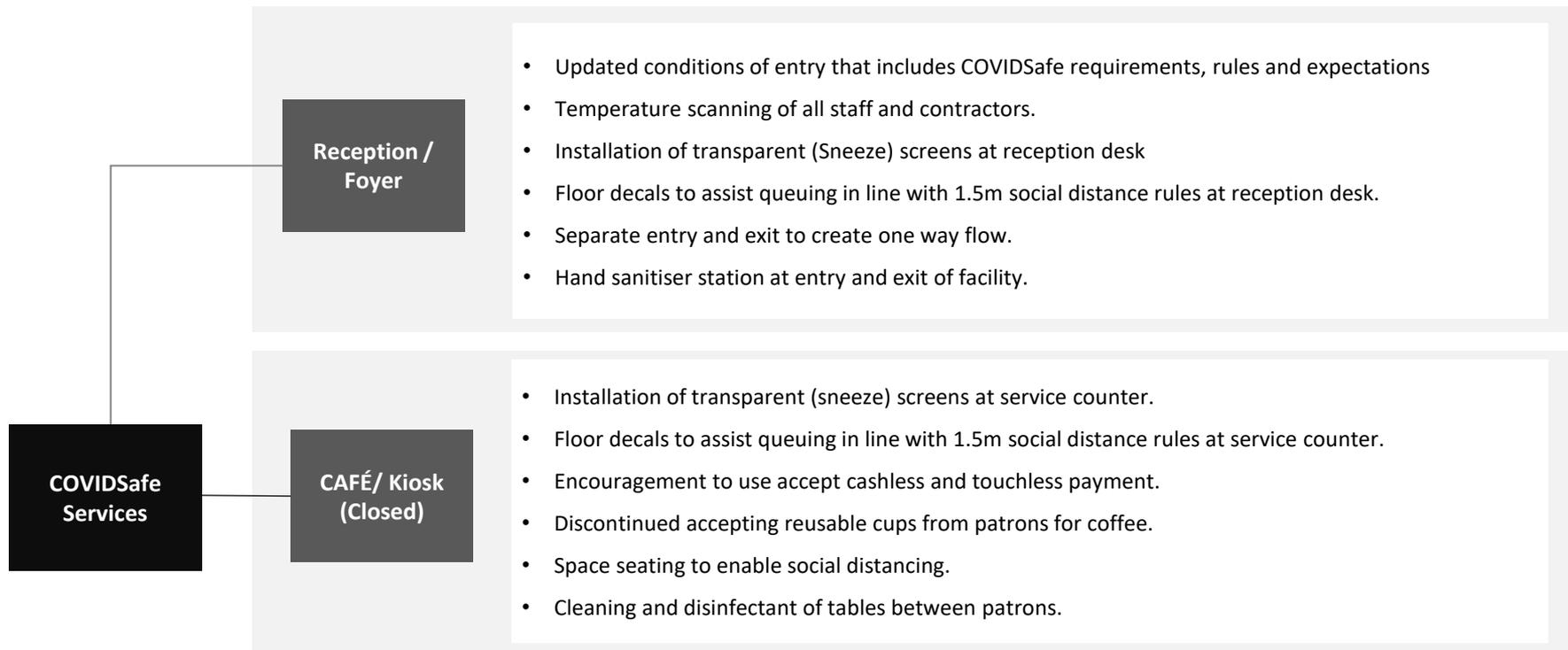
Date:

17/11/20

Review: 8/7/21



RecWest Braybrook Services



RecWest Braybrook Services

COVIDSafe Services

General Areas

- Separated chairs to in line with 1.5m social distancing rules in all waiting areas
- Couches and other seating tapped off in the event they don't align with 1.5m social distancing
- Deactivation of all communal water stations and the encouragement to patrons to bring their own water bottles.
- Open or automatic doors throughout facility to reduce touch points. Where doors cannot be opened or automated sanitisation cleans occur every 30 minutes.

Toilets and Bathrooms

- Change rooms and toilets open.
- Deactivation and closure of some sinks, hand dryers, urinals to create spacing between users in line with 1.5 social distancing rules.
- Bench and seating decals located throughout in line with 1.5m social distance rules.
- Installation of hand sanitizer stations, increased disinfection of change rooms and toilets.

RecWest Braybrook Services

COVIDSafe Staff Areas

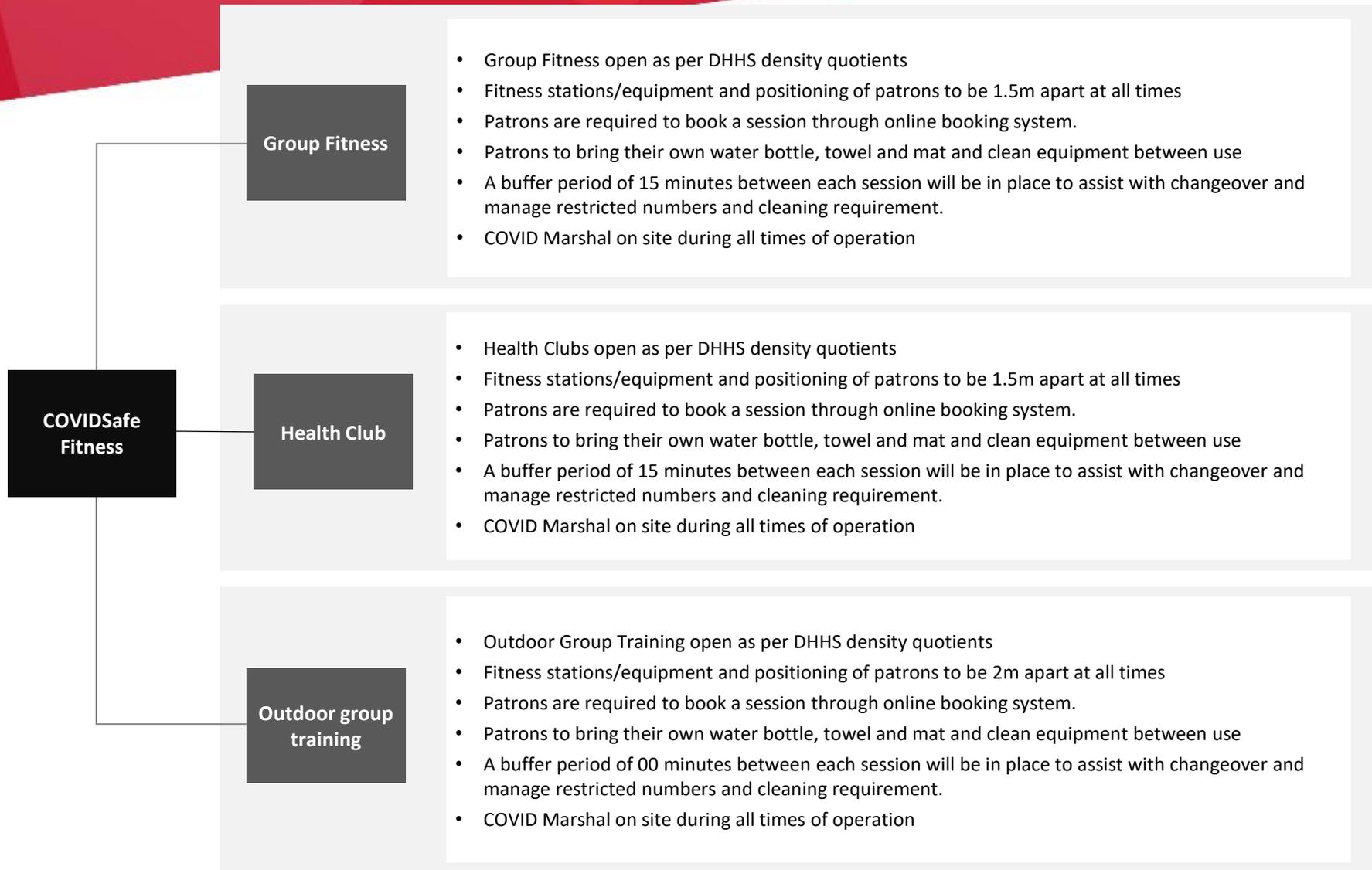
Staff Room

- Separated chairs to in line with 1.5m social distancing rules.
- Staggered staff breaks to reduce interaction.
- Where possible and safe to do so, staff to conduct breaks outside.
- Staff room clearly signed for maximum numbers in line the 1 to 2m2 rules

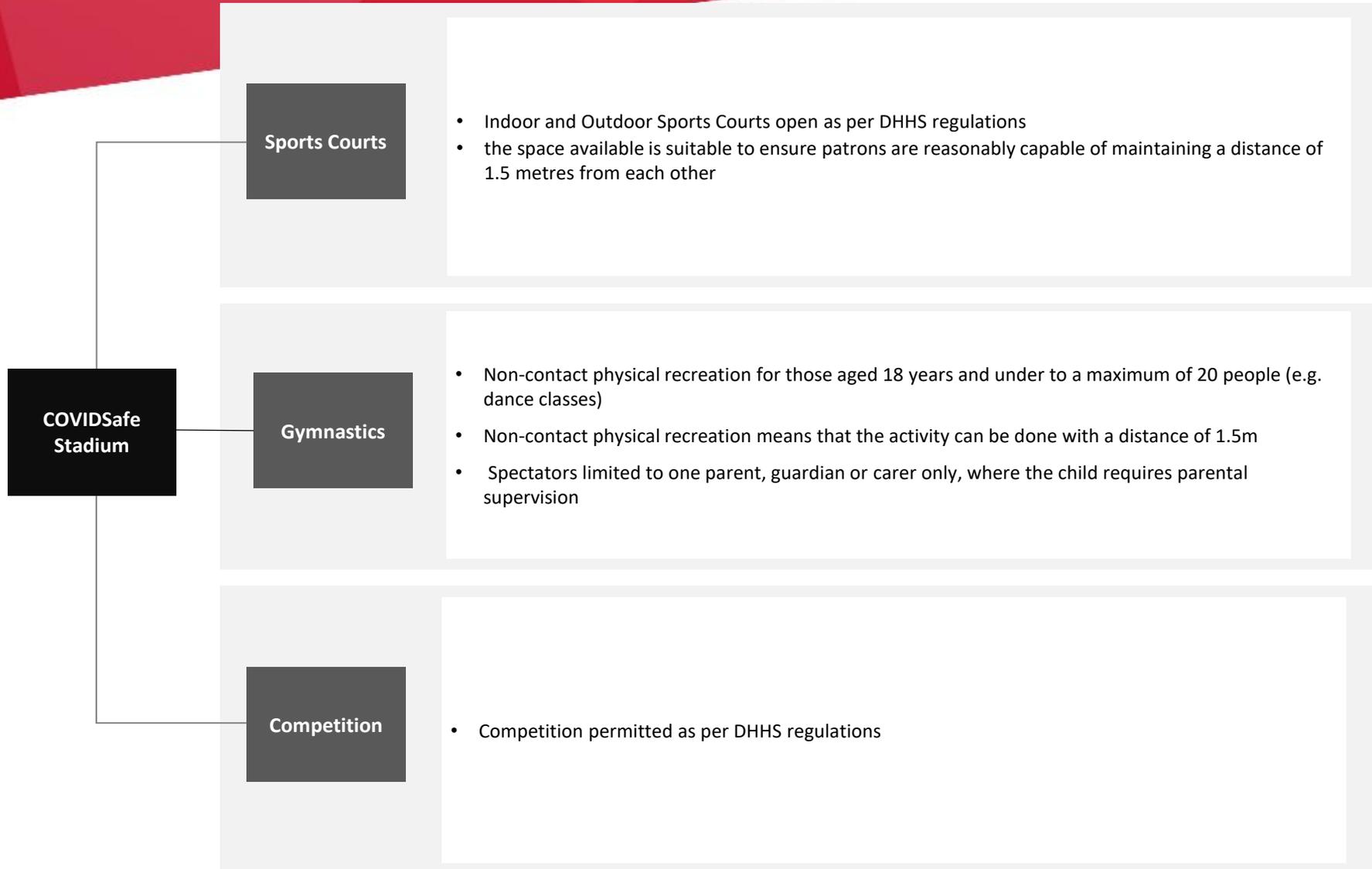
Staff Office and Meeting Rooms

- Arrangement of furniture to reduce face to face seating.
- Separate desks and chairs in line with 1.5m social distancing rules .
- Where possible and safe to do so, conduct meetings outside.
- Staff only areas to be clearly signed for maximum numbers in line the 1 to 2m2 rules.

RecWest Braybrook Health Club



RecWest Braybrook Stadium



COVID Safe Resources and Appliances

- INX COVID-19 Reopening Implementation guide and checklist
- COVID Safe Plan – All Facilities
 - Mapping of Facility
 - Facility Commitment
- Supply and equipment purchase checklist – Assist facilities identify numbers of decals and sanitiser stations
- COVID -19 Restart Checklist – Social distancing and Covid Safety measures required to reopen
- COVID- 19 Sector Risk Assessment
- COVID Safe Operating/Work Procedures (SOPs SWPs):
- COVID Safe Staff training