

The Wonthaggi Club

COVIDSafe PLAN

The Wonthaggi Club recognizes that frequent cleaning, good hygiene and sanitation practice, ensuring people do not attend the Venue when they are unwell and physical distancing are the main measures that can protect against the spread of COVID-19.

To assist us to provide the safest environment possible for our staff and patrons we have developed the following CovidSafe plan.

Business name:	The Wonthaggi Club
Site location:	16 McBride Avenue Wonthaggi Victoria 3995
Contact person:	Steve Curtis OR Jaye Foon
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Date prepared:	12 th October 2020



COVIDSafe PLAN

The following measures are currently in place:

- **Regular cleaning of premises**
- **Entry Restricted to Regional Customers, with time limits.**
- **PPE (face masks) available at the venue**
- **Venue set up for appropriate number of people and physical distancing**
- **Signage, menus and record keeping**
- **Staff and management policies, practices and training.**

Regular Cleaning of premises

Appropriate detergents and disinfecting products are available at all cleaning stations to effectively clean and sanitise all surfaces.

We will sanitise and clean all contact surfaces and objects, e.g. counters, tables, doors, handles, keyboards, taps, chairs, tables, handrails, tills, phones, vending machines, terminals at least twice daily.

We will sanitise high touch surfaces between changes of staff.

We will thoroughly clean and sanitise all areas and surfaces used for food preparation and serving as well as ensuring utensils are cleaned and sanitised before use to ensure there is no risk to food safety.

We will ensure all stocks of food packaging materials, such as takeaway containers, are clean.

Our air conditioning systems to be serviced according to manufacturer's instructions and ensure they are fully functional. Fresh air flow will be maximised where appropriate.

Personal Protective Equipment

Face coverings must be worn by all staff at all times.

Face shields, bandanas, or scarves or loose snoods, loose buffs or loose gaiters on their own are no longer be considered a sufficient face covering.

All Victorians must wear a face mask when they leave home.

To provide yourself the best protection you should wear a mask that:

Is three layers

That covers your nose and mouth

That is well fitted – this means it should fit snugly over your nose and mouth

Patrons must wear a face covering unless they are seated. Face coverings must be worn at other times including to pay for the meal, to use the facilities or to step outside to take a call.

This Venue provides disposable masks for staff and patrons who do not have their own.

Management will provide staff with instruction on how to correctly wear face coverings.

Staff and patrons who refuse to wear a face covering without a legal reason for doing so will be refused entry to the Venue.

Entry Restricted to Regional Customers Only, with time limits

With exception of takeaway collection, only regional Victorians, will be permitted entry.

Photo Identification is required to join as a member. Members must register for contact tracing by swiping their members card upon entry. Residential location and contact tracing is verified, recorded and managed from this data.

Photo Identification is required for visitors (non-members) to enter the Club. While the restrictions apply, only visitors from regional Victoria will be permitted entry (with the exception of takeaway collection).

No ID. No Entry.

While the restrictions apply, Lunch and Dinner Bookings are allocated a 90 minute visitation, and casual visits outside of lunch are set a maximum of 2 hours.

Venue set up for appropriate number of people and physical distancing

The venue will be set up to adhere to patron and table size limits, and physical distancing of dining groups with:

- a limit of 10 patrons per separate indoor dining space (not including staff, infants or takeaway customers);
- a density quotient of 1 patron per 4 square metres of the floor space for each indoor dining space, accessible to patrons.

We will optimise physical distancing in the layout by reviewing entry and exit points, flow of staff and patrons, location of hand sanitiser.

We will ensure each table will be spaced so that patrons on a neighbouring table remain 1.5 metres apart when seated.

We will ensure the maximum of each table is 10 patrons **must be from the same group**.

Staff will maintain a distance of 1.5 meters from each other and from patrons whenever possible.

Hand sanitiser will be provided at entry and exit points to each area so staff and patrons can use it when arriving and leaving.

We will minimise the number of touch points for staff, by having roles and sections.

There will be no communal buffets, condiments and drink stations. Drinking water will be supplied free via table service.

Tables, chairs and condiments will be cleaned and sanitized after each group of patrons.

Whenever practical doors and windows will be opened to enhance airflow.

Signage, menus and record keeping

The venue will display signage for staff and patrons in appropriate, highly visible locations.

Signage will include:

- a sign at the entrance that advises patrons of the maximum number of patrons allowed at any time.
- a sign at the entrance to each food service area that advises patrons of the maximum number of patrons allowed in the space at any time.
- information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell.
- hygiene and physical distancing practices.

The Wonthaggi Club will promote physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas and using physical barriers where possible.

The venue will place physical barriers or use floor signage to maintain 1.5 metres physical distancing between cashiers and patrons.

The venue uses laminated menus that are sanitised after each use.

All persons who enter the Venue and remain on the premises for 15 minutes or more are required to sign in – this includes all staff, members, guests, visitors, contractors, industry personal, police or licensing staff.

The sign in requirements are:

- First name
- Contact phone number
- Date of attendance
- Time of attendance

This process will allow for accurate recording and tracing of all persons visiting the Venue daily.

The sign in records will be destroyed after 28 days, unless another statutory requirement permits or requires the personal information to be retained.

Staff and management policies, practices and training

Victorian Government has produced a free short online training module to support hospitality businesses to prepare to safely resume operation which is available at: <https://rtw.educationapps.vic.gov.au>

It is the Government's expectation that:

- *at least one staff member at every venue will have completed training;*
- *all staff should make themselves familiar with these guidelines; and*
- *posters be displayed at the venue confirming that staff have reviewed the guidelines and completed the training as required.*

All Supervisory are required to complete the training.

All staff should make themselves familiar with the Hospitality Industry Restart Guidelines; and

- the venue will display posters confirming that staff have reviewed the guidelines and completed the training as required.
- the Hospitality Industry Restart Guidelines will be distributed to staff and ensure that they are familiar with the guidance information.

Management understands our obligations under the Occupational Health and Safety Act and have reviewed the coronavirus (COVID-19) guidance from WorkSafe Victoria available at www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers.

Staff will follow the protocols of cleaning and sanitising to maintain good hygiene at our venue, including frequent cleaning of high touch points such as doors, handles, chairs and handrails at least twice daily.

Staff are to maintain physical distancing of 1.5 metres where possible this includes kitchen staff for cooking and doing preparation tasks.

All staff are required to wash hands regularly using soap & water on a regular basis. This includes before and after service.

Covid training will be an ongoing agenda item at our monthly staff meetings to continually refresh knowledge of relevant training.

To assist with maintaining physical distancing staff meetings will be conducted outdoors whenever practical to do so.

Staff are directed to take their breaks outdoors whenever practical to do so.

Whenever possible staff breaks will be staggered to reduce the number of staff using communal facilities at the same time.

We will communicate with staff on measures we have put in place to make this a safe workplace and provide staff with the information and education necessary for them to perform their work in a safe manner including information about the changes to work practices such as cleaning and sanitising.

All staff are encouraged to download the COVIDSafe App before returning to work to assist contact tracing.

Wherever possible shift arrangements will be reviewed to avoid mixing staff across shifts.

The staff member rostered on as supervisor will be the nominated coronavirus (COVID-19) Response Officer on duty daily. Management will be responsible for ensuring that our policies and practices are being followed, that staff are trained, and records are being kept appropriately.

Potential coronavirus (COVID-19) outbreak among staff?

If a staff member develops symptoms such as fever, cough, sore throat or shortness of breath at home or if they are a close contact with a confirmed case of COVID -19 they should self-isolate and **must not** attend the Venue and seek medical advice.

If a staff member develops symptoms at work, such as fever, cough, sore throat or shortness of breath, they are to self-isolate and leave the workplace as soon as possible to seek medical advice.

If required we will provide support to any staff member who develops the above symptoms, to assist them to get home or to seek medical attention.

Where the staff member is unable to travel home immediately, the staff member is to isolate themselves at the Venue and, whilst doing so, wear a face covering and remain at least 1.5 metres from any other person at the Venue, until the staff member can return home to self-isolate.

Note: the staff member should isolate in a separate room in the venue from other persons, where possible

The staff member will be advised to get a COVID19 test as soon as practicable, and to self-isolate whilst awaiting the result of that test.

If a staff member reports a positive test of COVID-19 they are immediately quarantined as per the Victorian State Health guidelines. They will not be permitted to return to the workplace without a full medical clearance.

We will maintain accurate records of the work roster to identify who has been in close proximity with one another during a shift. We will then be able to rely on these records if a staff member should test positive for coronavirus for tracing purposes.

What we will do if a staff member or patron tests positive for coronavirus.

If a staff member receives a positive test result for COVID-19 they must, as soon as practicable, notify the Venue.

If a staff member reports a positive test of COVID-19 they will be quarantined as per the DHHS guidelines. They will not be permitted to return to the workplace without a full medical clearance.

If a patron or staff member who is a confirmed case of coronavirus (COVID-19) has attended our business while they are infectious, we will immediately notify:

- **WorkSafe Victoria on 13 23 60**
- **The DHHS on the dedicated Coronavirus Hotline 1800 675 398**

We will then:

- Shut down the Venue and consult with DHHS on whether the Venue is to remain closed for a short period to facilitate cleaning and enable contact tracing.
- Follow any advice given by the DHHS.
- Provide the DHHS with any information they require including but not limited to our record keeping of people who attended at the Venue during a time that the staff member or patron may have been infectious.
- Complete a risk assessment and determine what areas of the business were visited, used, or impacted by the infected person.
- Clean and disinfect all areas that were used by the confirmed case (for example, dining areas, offices, bathrooms and common areas).
 - Close off the affected areas before cleaning and disinfecting.
 - Open outside doors and windows to increase air circulation and then commence cleaning and disinfection.
 - Fully sanitise all areas of the site, paying particular attention to high touch areas. The venue should remain closed until this is completed.
- Where relevant, notify patrons and staff that they may have had contact with an infected person and encourage them to monitor their health and report any concerns to their healthcare provider.
- Notify other staff members that have been a close contact of the infected staff member that they must leave the Venue and advise them to self-isolate and await further advice from DHHS.
- Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.

The DHHS will contact anyone who is identified as a close contact and provide them with any information they may need, including the requirement to self-isolate for a period of time.

Staff who are determined as close contacts of a person with coronavirus should not come to work for 14 days after their last close contact and must quarantine themselves. During quarantine, they

should watch for symptoms and seek medical assessment and testing if they become symptomatic.

We will respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. Check in on their wellbeing regularly during self-isolation and monitor their mental health.

Guidance	Actions to consider	Relevant employer obligations
Hygiene		
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> • 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 staff have information on how to wash and sanitise their hands correctly 	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift 	- Due to the nature of security issues The Wonthaggi Club cannot have windows open to the public. All provisions are made to increase worker and contractor safety
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> • 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 staff, unless a lawful exception applies 	All staff and contractors of The Wonthaggi Club are advised to wear face masks/coverings at all times except when eating/Drinking
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> • Educating staff 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 	All staff and contractors will understand safe practices when entering The Wonthaggi Club
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • 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 staff with their own personal equipment, labelled with their name 	All contact options are replaced where practicable.

Guidance	Actions to consider	Relevant employer obligations
Cleaning		
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> • 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 	Shared staff spaces must be cleaned at regular intervals.

Guidance	Actions to consider	Relevant employer obligations
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Identify which products are required for thorough cleaning Monitor supplies of cleaning products and regularly restock 	

Guidance	Actions to consider	Relevant obligations
Physical distancing and limiting workplace attendance		
Ensure that all staff that can and/or must work from home, do work from home.	<ul style="list-style-type: none"> Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits Identify the roles that are required to be performed from home or can be adapted to be performed from home Adapt working arrangements to enable working from home Regularly assess staff in attendance at the workplace to determine whether they are required to be there 	
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> Communicate the requirement for workers not to work across multiple sites Adjust rosters and developing procedures to ensure workers do not work across multiple sites Develop a form for workers to declare that they have not worked across multiple worksites 	Workers are required to declare to employers when they are working across multiple sites.
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<ul style="list-style-type: none"> Consider implementing temperature checking. Asking workers to complete a health questionnaire before starting their shift 	The Wonthaggi Club WILL NOT allow staff to work when unwell. Workers must not attend their workplace if they are being tested for coronavirus and must notify employers if they are a positive case. Workers who test positive must not work.
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break Comply with relevant density quotient and signage requirements in the Workplace Directions 	The number of people allowed in shared staff spaces is limited to no more than density quotient allows (one person per four square meters).
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.	<ul style="list-style-type: none"> Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas 	

Guidance	Actions to consider	Relevant obligations
Modify the alignment of workstations so that workers do not face one another.	<ul style="list-style-type: none"> Identify which workstations need modification Reconfigure workstations so that workers do not face one another Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate 	Where Possible
Minimise the build-up of workers waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Allocate different doors for entry & 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 	Where Possible
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Develop and educate staff on strategies and work practice changes to maintain physical distancing Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions 	Wonthaggi Club staff are well aware of obligations and distancing expectations, however, in some instances these provisions cannot be adhered to.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Establish contactless delivery or invoicing. Display signage for delivery drivers. Identify designated drop off areas. 	STAFF Delivering Take away food are asked to knock on the door, place bag on ground and stand back. ALL delivery drivers delivering to the Wonthaggi Club are asked to sanitize.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time Encourage staff to minimise time on breaks in shared facilities with others. Consider cohorting of staff (during shift work). Ensure there is no 	
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.	<ul style="list-style-type: none"> Outlining the maximum occupancy of areas that are open to the general public, and information about signage 	The Wonthaggi Club stagger all patron contact. Protective screens are in place for staff at reception. Customers encouraged to use card-based payment. Signage is in place for sanitizing and covid19 visitor logs.

Guidance	Actions to consider	Relevant obligations
Record keeping		
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> Establish a process to collect records from staff 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 staff Provide information on protocols for collecting and storing information 	<p>The Wonthaggi Club has a register of attendance for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.</p> <p>Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.</p> <p>Employers should note where staff are working across multiple sites (where this is unavoidable).</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> Educating staff on how to meet OHS requirements, including recording information about any incidents 	As per Wonthaggi Club incident reporting protocols

Guidance	Actions to consider	Relevant obligations
Preparing your response to a suspected or confirmed COVID-19 case		
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Identify the roles and responsibilities of employer and workers. • Prepare for absenteeism of staff members required to quarantine or isolate • Describe key dependencies (e.g. third party providers) • Describe how you will continue to deliver essential services • Plans to communicate with customers, suppliers, stakeholders in the event of a positive case • Establishing processes for managing perishable stock 	<p>As many provisions possible are in place to prevent transmission of covid-19 whilst attempting to maintain a viable business. The Wonthaggi Club is committed to providing a quality service without the risk to the community.</p>
<p>Prepare to identify close contacts and provide staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing • Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details • Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing 	<p>DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details The Wonthaggi Club will comply with any further directions from DHHS as to further closure or cleaning.</p> <p>The Secretary Manager (Steve Curtis) will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and worker details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should be worker test positive.</p> <p>For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic.</p>
<p>Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces, • Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk 	<p>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</p> <p>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected worker's workspace, areas where they attended and high-touch surfaces.</p> <p>Where a work premises has three or more suspected cases in a five-day period a risk assessment around the need to vacate the work premises is required.</p>

Guidance	Actions to consider	Relevant obligations
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • <i>Identify an appropriate area to isolate the worker</i> • <i>Advise the worker to self-isolate and be tested</i> • <i>Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested</i> • <i>Outlining responsibility and process for entering details into relevant OHS system</i> 	<p><i>A worker suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker must wear a mask and be physically distancing from all other staff persons. An employer must advise the worker to undergo a COVID-19 test and self-quarantine.</i></p>
<p>Prepare to notify workforce and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • <i>Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers</i> • <i>Establish an effective way of quickly communicating with workers where there is or has been a confirmed case</i> 	<p><i>For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</i></p> <p><i>For all suspected or confirmed cases, employers must inform all workers at the workplace (including the Health and Safety Representative) to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p> <p><i>All workers at the work premises must be notified if there is a confirmed case.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>Establish a process and responsibility for notifying WorkSafe and your health and safety representative</i> 	<p><i>The Wonthaggi Club will immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p> <p><i>The Wonthaggi Club will comply with any directions from DHHS and WorkSafe as to closure or cleaning</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i> • <i>Establish a process for notifying Worksafe that the site is reopening</i> 	<p><i>On suspicion OR confirmation of a positive staff member, The Wonthaggi Club will close the busines and request all staff to isolate. Once a NEGATIVE test has been returned the Club will reopen the once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>The Club will/must seek approval from DHHS to open the workplace once it has complied with all the requirements under the directions</i></p> <p><i>WorkSafe must be notified that the workplace is reopening.</i></p>