



GLEN EIRA LEISURE COVID-19 SAFE PLAN

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Introduction

The COVID-19 Safe Plan has been developed to reduce the risk of introduction and spread of COVID-19 within the workplace. This plan outlines the safety requirements that must be followed when entering any GEL facilities and operates in conjunction with the GECC COVID-19 Safe Plan.

Aims and Objectives

The primary objective of this COVID-19 manual is to provide a system and resources to effectively operate the GEL facilities whilst ensuring all enjoy and safe aquatic and recreation environment.

The following aims of the COVID-19 Manual are:

- To ensure a structured approach to the COVID-19 Guidelines
- Minimise the risk of contracting COVID-19
- To provide comprehensive procedures to ensure all staff and facility users are aware of changes made to service delivery

About COVID-19

Declared a worldwide pandemic by the World Health Organization, Coronavirus (COVID-19) is an infectious virus caused by a newly discovered coronavirus.

Most people infected with COVID-19 virus will experience mild to moderate respiratory symptoms and recover without any treatment; however, there are a number of vulnerable groups such as those with a pre-existing medical condition and older adults that are more likely to develop a more serious illness.

Symptoms

Symptoms of COVID-19 can vary from person to person with varying levels of severity.

The common symptoms of COVID-19 may include:

- Fever
- Coughing
- Sore Throat
- Fatigue (Tiredness)
- Difficulty breathing or shortness of breath

COVID-19 Safe Measures

COVID-19 Marshall

GEL has a COVID Marshall at both GESAC and CRC who are responsible for ensuring persons entering the venue are completing the Services Victoria QR Code on arrival. COVID Marshalls can only request that people entering show them they have successfully checked in.

COVID Marshalls are the Shift Supervisor Staff and Duty Manager on shift at GESAC and Shift Supervisors at CRC.

Terms and Conditions of Entry

Facility users are to scan the Government QR code at the front of the facility upon entry.

If there is a COVID-19 outbreak contact tracers can quickly access your contact information and get in touch if you have visited a exposure site.

Vaccination Status

Any persons entering any Glen Eira Leisure facility must be fully vaccinated and show proof of their vaccination status every time they enter.

All staff are required to be vaccinated prior to returning to work.

Hygiene Measures

To reduce the risk of cross-contamination, all facility users and staff must practise good hand hygiene before all contact with others, and after any activity or contact that could result in hands becoming contaminated.

Hand washing should be undertaken for a minimum of 20 seconds. Wash the whole of each hand, covering all areas with liquid soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60 per cent ethanol or 70 per cent iso-propanol is recommended.

Hand Sanitiser stations can be located throughout the facility for easy access.

Physical Distancing

Physical distancing is a key measure taken to prevent the spread of COVID-19 as the most common way the virus spreads is from person-to-person through direct and close contact.

As per the Australian Government Department of Health recommendations a distance of 1.5m is to be maintained between people where possible. All physical contact should be avoided such as handshakes, hugs and kissing.

To ensure physical distancing can be maintained each space within the facility has been calculated to comply with the Australian Government Department of Health 1 guest per 4m² recommendation indoors and 1 guest per 2m² outdoors.

Capacity and Physical Distancing Signage can be found throughout the centre. Additionally, floor markings are located on the floor to assist users maintain 1.5m. Please ensure space capacities are being adhered to and users are respectful of others.

Face Masks

Face Masks worn at all times within the facility unless members and guests are using the pool facilities or completing strenuous exercise. Face Masks are not required to be worn outdoors unless in situations where physical distancing is not possible.

Safety screens are located at reception for additional protection.

Surgical masks are made with a non-woven melt blown polypropylene layer and available in various levels of protection. These are single-use masks and cannot be washed and used again.

Cloth masks are any nose and mouth covering made of washable fabric. It is recommended to wear a three-layer cloth mask made from a mix of breathable fabrics to ensure adequate protection.



Cleaning Requirements

Cleaning and disinfecting the GEL Facilities is a keyway to protect staff and facility users from the risk of COVID-19 exposure.

Facility Cleaning

Staff members are required to clean throughout there shifts as per there allocated roles. Cleaning is also completed by the Contract Cleaning team during the day and after hours.

A deep clean of the sauna and steam room at 1pm daily for 30minutes, ensures that they are properly disinfected by contract cleaning staff due to the environment.

Facility Users Cleaning Responsibilities

Facility users will be responsible for assisting maintaining a clean facility.

Other than following the hygiene requirements of the facility, patrons will be expected to wipe lockers after use, use towels in the steam and sauna as well as wipe down equipment on completion of use.

Case Response Procedure

Case Response Management

In the event that there is a suspected or a confirmed case of COVID-19 within the GEL facilities the isolation and cleaning procedure created by Glen Eira City Council is to be followed.

The steps that are outlined in the procedure are as follows:

Step 1 – Isolating the confirmed or suspected case

A confirmed or suspected case of COVID-19 should immediately notify both the GEL Manager and Executive Manager of COVID-19 Response & Recovery.

A confirmed or suspected case of COVID-19 must leave the workplace immediately. If the confirmed or suspected case is unable to leave immediately the person must be placed into isolation in the first room with their own toilet, if possible. The door must be kept closed. Any person entering the room must wear personal protective equipment if available (single-use surgical mask, eye protection, gown and gloves).

Step 2 – Evacuating the work area

Staff in the immediate enclosed work area or the floor of the building (if the area is not enclosed) must be evacuated immediately and remain isolated at home until further notice from the GEL Manager or the Chief Warden.

Step 3 - Case investigation

An authorized Environmental Health Officer under the provisions of the Public Health and Wellbeing Act will conduct a single incident investigation in accordance with the Department of Health and Human Services Guidelines for Infectious Disease Control.

The investigating officer will contact the confirmed or suspected case via the telephone to obtain the following information:

- Confirm the onset date and symptoms of the illness.
- Review case and contact management.
- Ensure appropriate infection control guidelines are followed by the case.
- Obtain a list of close contacts and locations in the workplace in the week prior to the suspected/confirmed diagnosis.
- Determine extent of possible contamination of the workplace/building.

Step 4 – Work area shut down and closure

The authorized Environmental Health Officer will provide a verbal report of the outcome of investigation immediately to Executive Manager COVID-19 Response & Recovery, outlining the shutdown and the recommended scope of the industrial clean required.

Step 5 – Industrial clean

Industrial clean will be undertaken by external contractors or Council staff with adequate personal protective equipment as directed by the Manager Buildings and Properties in accordance with the Industrial Infection Control Cleaning procedure

Step 6 – Return staff and facility users to cleaned and sanitized area

Upon completion of the industrial clean the Manager of Buildings and Properties will notify the Centre Manager to inform staff they may return to the affected work area.

Management are also to follow 'Confirmed Case in the Workplace' information as per the DHHS website - <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>

Record Keeping

Facility users are to scan the facility QR code located at the entrance, each time the facility is attended. In the event of a COVID case, contact tracing will use QR code sign in's to be able to efficiently contact trace who was in the building.

If a facility user does not have a smart phone, they are to ask reception staff who are able to assist.

COVIDSafe App

The COVIDSafe app by the Australian Government, Department of Health is a phone application that speeds up contacting people exposed to coronavirus (COVID-19). This application is completely voluntary however we highly recommend all facility users including staff have this application, so tracing is efficient in the event the facility had a user who tested positive for coronavirus.

Information on the COVIDSafe app can be found here;

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

First Aid and Major Response

First Aid Response

Due to COVID-19 there are a number of safety precautions that must be followed when attending to a first aid.

1. Once notified of a first aid, treating staff must put on disposable gloves, glasses and ensure they are wearing their disposable surgery mask due to the potential close proximity of the treatment.
2. Treating staff are to assess the first aid requirements from a 1.5m distance.
3. Where necessary, treating staff will attend to the first aid where the injured is unable to complete themselves i.e. band aid
4. Treating staff need to be mindful of the capacity requirements of the space they are in and move to a more appropriate location if possible and required.
5. For minor first aid responses, the amount of treating staff should remain minimal, depending on the attention required.
6. Staff must use biohazard bags for any disposable equipment.

Major and Incident Response (Non-Aquatic based)

For major or incident responses, a number of safety precautions have been implemented to mitigate the risk of COVID-19 transmission.

1. Once notified a Major or Incident occurring, treating staff must put on disposable gloves, glasses and ensure they are wearing their disposable surgery mask.
2. Treating staff are to assess the major incident from a 1.5m physical distance and judge the dangers associated.
3. Treating staff need to be mindful of the capacity requirements of the space they are in and move to a more appropriate location if possible and required.
7. For major or incident responses, the amount of treating staff should remain minimal with one person per 'job' i.e. one treating staff calming patron, one completing first aid treatment. This will vary depending on the situation and attention required.
8. Staff must use biohazard bags for any disposable equipment.

Aquatic Major and Incident Response

For Aquatic major or incident responses, a number of safety precautions have been implemented to mitigate the risk of COVID-19 transmission.

1. Once notified an Aquatic Major or Incident occurring, treating staff must put on disposable gloves, glasses and ensure they are wearing their disposable surgery mask. If staff are required to enter the water, gloves will be put on once out the water treating. Masks are to be worn where possible.
2. Treating staff are to assess the major incident from a 1.5m physical distance where reasonably practicable and judge the dangers associated.
3. Where the major or incident requires a reduction in the 1.5m physical distance such as a spinal procedure or rescue the amount of treating staff should remain the same staff both in

and out of the water and be based on a one person per 'job' i.e. spinal management, one treating staff managing the head stabilization, one holding the hips/board and one managing the spinal. All other staff must remain 1.5m distance away from the treating staff unless the situation requires additional support.

4. For aquatic rescues requiring checking breathing, treating staff are to just 'look' as opposed to the usual look, listen and feel to reduce contact.
5. PPE must be used where possible, particularly when an extraction from the water has occurred.
6. Staff must use biohazard bags for any disposable equipment.

Additional Information is yet to be released from LSV on managing the rescues and physical distancing requirements.

CPR

In the unlikely event that CPR is required to be performed within the GEL facilities a number of changes have been made to reduce COVID-19 transmission risks.

1. CPR will operate on a three staff treating system.
2. The three treating staff are to remain the same where possible until the ambulance handover is complete. If a treating staff member is no longer able to continue then a new staff member may take their place.
3. One treating staff members 'job' will be breaths, one completing compression's and the other on managing the defibrillator and oxygen.
4. The staff member responsible for compressions may change with the staff member responsible for managing equipment such as defibrillator and oxygen as required.
5. The treating staff member who is responsible for breaths is preferred to maintain their role unless physical unable to do so. If a change in staff is required, pocket masks must be changed over.
6. Prior to CPR is determined to commence, breaths will be checked on just a 'look' as opposed to the usual look, listen and feel to reduce contact.
7. All other assisting staff must remain 1.5m distance away.
8. At the completion of CPR, staff are to isolate in separate rooms and complete incident reports. Once completed they will need to leave the facility and it is highly recommended to be tested for COVID-19.

Resources

Department of Health and Human Services:

<https://www.dhhs.vic.gov.au/coronavirus-COVID-19-daily-update>

Victorian Government:

<https://www.vic.gov.au/coronavirus-COVID-19-restrictions-victoria>

Federal Government:

<https://www.australia.gov.au/>

SafeWork Australia Guidance Material

<https://www.safeworkaustralia.gov.au/collection/COVID-19-resource-kit?tab=All>

WorkSafe Victoria Notification of Positive COVID-19 case (employee/contractor)

<https://www.worksafe.vic.gov.au/news/2020-07/employers-must-notify-worksafe-COVID-19-cases>

WorkSafe Victoria - masks in workplace guidance

<https://www.worksafe.vic.gov.au/managing-coronavirus-COVID-19-risks-face-coverings-workplaces>

Victorian Government Face Mask Information

<https://www.coronavirus.vic.gov.au/face-masks>