



# **COVIDSafe Plan**

## **Site location: Aqua Energy**

Contact: 5142 3700

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser stations at: <ul style="list-style-type: none"> <li>○ Foster Street entrance</li> <li>○ Bowling club side entry</li> <li>○ and throughout the worksite at key work stations</li> </ul> </li> <li>• Rubbish bins are available to dispose of paper towels in all public areas including change rooms</li> <li>• Stocks of soap and sanitiser are held on site</li> <li>• Poster and digital information on how to wash and sanitise hands correctly are displayed throughout Aqua Energy</li> <li>• Specific cleaning materials retained for cleaning and sanitising are as per Safework recommendations</li> <li>• Monitor supplies of cleaning products and regularly restock.</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Air handling system is pre-programmed to deliver maximum air flow.</li> <li>• Room specific air conditioners are set to 'Fresh air intake' not 'Recirculation'.</li> <li>• Louvre windows in gym are opened at the commencement of the day and closed at end of day.</li> <li>• External doors in the pool halls are opened when conditions permit.</li> <li>• Extra screens have been fitted to 25 mtr pool hall windows to increase air flow.</li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Face masks are available for all Aqua Energy staff</li> <li>• These include re-usable, washable masks (recommended) and single use, disposable masks.</li> <li>• Staff are briefed at the commencement of their roster period on the wearing of masks</li> <li>• This is a MANDATORY requirement for all indoor Aqua Energy staff, unless a lawful exception applies.</li> <li>• 'No mask' = 'No work'</li> <li>• Where <i>Additional</i> PPE is required for specific tasks, it is provided and the requirements for this is covered through instruction by supervisors and under Task specific SOP's.</li> <li>• Duty managers and leadership team members ensure that all staff wear their masks while on-site</li> <li>• For tasks deemed 'strenuous', staff are permitted to remove their masks for the duration of the activity, provided that appropriate social distancing is maintained (eg instruction of group fitness classes).</li> </ul>
<p><b>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).</b></p>	<ul style="list-style-type: none"> <li>• Staff are reminded at the commencement of their roster period on hand and cough hygiene, including how to wash and sanitise their hands correctly</li> <li>• Staff are reminded at the commencement of their roster period and via workplace signage (posters and digital signage in key areas) <b>not</b> to attend work if unwell. This is further communicated 'face to face' if staff appear to need reminding.</li> <li>• Signage is displayed throughout all of Aqua Energy, for staff and public.</li> <li>• Inhouse training is provided for all Aqua Energy staff</li> </ul>

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Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> <li>• All Customer service staff are issued with their own, personal equipment (eg pens)</li> <li>• High touch, shared use equipment (PC's) are wiped down and sanitised after each user</li> <li>• Staff are reminded to bring their own utensils and plates.</li> <li>• Communal items are temporarily removed from the staff room and no dishwasher use is permitted in the staff room.</li> <li>• Wherever possible staff only use their designated computer/ desk equipment</li> <li>• Single use disposable plates cups and cutlery are available for staff if required.</li> </ul>

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<b>Cleaning</b>	
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"> <li>• Shared staff spaces (eg Reception, Main staff office) to be cleaned twice daily.</li> <li>• High touch surfaces (Exit buttons, door plates and handles etc, and counters) to be cleaned approximately hourly by staff and twice daily by contract cleaner.</li> <li>• Gym equipment is cleaned hourly</li> <li>• Touch screens, shared work equipment is to be cleaned after every use)</li> <li>• Workplace cleaning schedule is in place with the authorised contract cleaner.</li> <li>• Additional and ad-hoc cleaning is completed by facility staff.</li> <li>• Staff involved in cleaning duties are trained in the use of the products and processes required including how to use cleaning products safely and correctly (in accordance with manufacturer's instructions)</li> <li>• Material Safety Data Sheets are maintained on-site for all chemicals and SDS are available as per Section 27 Hazardous Substances &amp; Dangerous Goods</li> <li>• Use of fleet or personal vehicles, for transport of personnel, is restricted, in accordance with Victorian Health Officer and WSC Fleet requirements</li> <li>• Sanitising protocols for pre and post-use of fleet vehicles is communicated to authorised drivers and supplies of relevant cleaning products and equipment are provided and maintained.</li> </ul>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> <li>• Products specified by Safework Australia have been identified for use for thorough cleaning.</li> <li>• Supplies of cleaning products are monitored by the contract cleaner and key area supervisors.</li> <li>• Stock levels are restocked as required</li> <li>• COVID-19 consumables are obtained from Building Maintenance Department via the <a href="#">Covid consumables order form</a>, or from external suppliers if required.</li> <li>• Orders will be arranged by Aquatic Operations Coordinator</li> </ul>
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<b>Physical distancing and limiting workplace attendance</b>	

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<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>While 'Step' restrictions prohibit facility use by the public, <u>only those staff who <b>need</b> to work on-site</u> (because they cannot do their job or necessary parts of it) – <u>are permitted to do so</u>.</li> <li>Examples of tasks requiring attendance on site include: <ul style="list-style-type: none"> <li>Plant maintenance</li> <li>Facility security verification</li> <li>On-site use of resources not available at home eg printing, data base access, scanning or copying of critical documents</li> <li>Coordination of contractors or receipt of essential deliveries</li> <li>Provision of critical training</li> <li>Booking facilitation for non-prohibited services</li> </ul> </li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>Seek to reduce the opportunity for staff to be required to work across multiple sites, will only do so at times when contact with other staff and members of public can be minimised</li> <li>Work rosters will establish designated 'preferred work sites' for casual and part time staff.</li> <li>Shift changes and shift swaps will be managed and authorised by the relevant department supervisor, so as to reduce the opportunity for staff inadvertently working across multiple worksites.</li> <li>Workforce management system records (geofence) will record where staff have worked.</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>SOP for all staff includes:</li> <li>(Signed or online?) Declaration, prior to commencing a shift, from each staff member stating that they: <ul style="list-style-type: none"> <li>Have not had any symptoms of Covid19 in the last xx hours</li> <li>Are not currently exhibiting any of the signs or symptoms of Covid19</li> <li>Are not living with anyone suffering, or recovering from, or in quarantine for any Covid 19 related matter.</li> </ul> </li> <li>Declarations are to be maintained ???? – on a suitable database (or as hard copy?)</li> </ul>

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<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>• Density spacing will be ensured at Aqua Energy using a variety of strategies.</li> <li>• Staff required to work on-site at Aqua Energy are designated to specific work areas/ workstations most applicable to their department, where practicable.</li> <li>• In the public areas of the café, the seating area will remain closed with furniture unavailable for use.</li> <li>• In the public area of the pool concourse, seating will be marked to identify the seating that is available for use and where social distancing is pre-determined.</li> <li>• 'Meetings' of staff members, if required, will be held outdoors whenever possible.</li> <li>• Seating in indoor spaces will be adjusted to ensure maintenance of social distancing.</li> <li>• Sanitising equipment and chemicals are provided for staff to 'self-sanitise' work locations whenever this is deemed appropriate.</li> <li>• Regular cleaning and sanitising regimes include staff only and public areas</li> <li>• Staff training will be conducted in areas where social distancing can be maintained.</li> <li>• Social distancing provisions have been applied to all public change rooms, showers, etc.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• Density quotient posters and signage are in place in all relevant areas - designated for one person per four square meters <ul style="list-style-type: none"> <li>◦ Eg Reception, Gym, Pool halls.</li> </ul> </li> <li>• Physical distancing floor markings are in place at Aqua Energy Reception, in the Group Fitness Studios and also in high traffic and public waiting areas (corridors adjacent to change rooms etc).</li> </ul>
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<ul style="list-style-type: none"> <li>• Workstations are adequately spaced from each other, or separate offices are provided</li> <li>• Seating arrangements are known to all permanent staff.</li> </ul>

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<p><b>Minimise the build-up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Paths of travel for entry and exit are designated</li> <li>• Staff who are able to do so will enter from the eastern entry door.</li> <li>• General public entrance is from Foster Street (north entry) only</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• At commencement of roster staff will be briefed on the importance of maintaining social distancing, personal hygiene, use of PPE etc.</li> <li>• Staff are encouraged to take their breaks outside or off site.</li> <li>• Start and finish times and break times, are staggered whenever possible, to reduce cross over of staff.</li> <li>• Staff are encouraged to leave the worksite immediately after conclusion of their shift.</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• Delivery firms are providing contactless delivery with non-contact delivery acknowledgement</li> <li>• Aqua Energy utilise non-contact accounting system and non-contact invoicing</li> <li>• Delivery sites are designated to reduce physical contact and handling</li> <li>• Scheduled drop off/ pick up times are nominated whenever practicable.</li> <li>• Signage informing delivery drivers of requirements is displayed at the main entry to Aqua Energy.</li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• Workstations are adequately spaced from each other, or separate offices are provided</li> <li>• Seating arrangements are known to all permanent staff.</li> <li>• Paths of travel for entry and exit are designated</li> <li>• Staff who are able to do so will enter from the eastern entry door.</li> <li>• General public entrance is from Foster Street (north entry)</li> <li>• Density quotient information is in place (digital and hard copy) and stipulates (one person per four square meters) or less, in accordance with VHO regs.</li> <li>• Staff are encouraged to take their breaks outside or off site.</li> <li>• Start and finish times, break times, are staggered whenever possible, to reduce cross over of staff as much as possible.</li> <li>• Staff are encouraged to leave the worksite immediately after conclusion of their shift.</li> <li>• Rosters and roster changes are communicated electronically</li> <li>• Roster changes are managed and approved by leadership team (only).</li> </ul>

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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 <a href="#">‘four square metre’ rule</a> .	<ul style="list-style-type: none"> <li>Density spacing is ensured at Aqua Energy using a variety of strategies.</li> <li>Density quotient posters and signage are in place in all relevant areas - designated for one person per four square meters <ul style="list-style-type: none"> <li>Eg Reception, Gym, Pool halls.</li> </ul> </li> <li>Physical distancing floor markings are in place at Aqua Energy Reception, in the Group Fitness Studios and also in high traffic and public waiting areas (corridors adjacent to change rooms etc).</li> <li>In the public areas of the café, the seating area will remain closed with furniture unavailable for use.</li> <li>In the public area of the pool concourse, seating will be marked to identify the seating that is available for use and where social distancing is pre-determined.</li> <li>Seating in indoor spaces will be adjusted to ensure maintenance of social distancing.</li> <li>Social distancing provisions have been applied to all public change rooms, showers, etc.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
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"> <li>Up-to-date contact details for all rostered Aqua Energy staff will be retained in Humanforce.</li> <li>Staff attendance on site is recorded via Humanforce and mandatory login and log out.</li> <li>Customer attendances are securely recorded via LINKS (Point of sale) database</li> <li>Contractor attendances are recorded via the Contractor ‘Sign In book’</li> <li>Hard copy records, where used, will be retained for a minimum of 28 days.</li> <li>Staff attending ‘off roster’ will be recorded in LINKS</li> </ul>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>Upon return to reactivation of Aqua Energy or return to active roster, AE staff will be reminded of the process and importance of using the workplace OHS reporting system. This will include reporting: As per normal procedures under Section 12: Incident reporting and investigation <ul style="list-style-type: none"> <li><a href="#">COVID management plan for suspected &amp; confirmed cases</a></li> <li><a href="#">Suspected case (refer to Promapp)</a></li> <li><a href="#">Confirmed case (refer to Promapp)</a></li> </ul> </li> </ul>



**Sale Service Centre**

18 Desailly Street, Sale, Victoria 3850  
Telephone 1300 366 244

**Yarram Service Centre**

156 Grant Street, Yarram, Victoria 3971  
Telephone 03 5182 5100

[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
[enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)