

COVIDSafe Plan

Community Sports and Recreation

Our COVIDSafe Plan

Business name: **Rusty's Swing Dancing**

ABN 22 674 477 107

Site location: **Antonio Park Primary School**

Rear School Hall: 631-639 Whitehorse Road Mitcham 3152

Contact person: **Russell Perry**

Contact person phone: **0418 396 107**

Date reviewed: **11/4/2021**

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations and ensure adequate supplies of hand soap and paper towels are available for volunteers and students.	<i>Hand sanitiser station at foyer entry is located inside the front door, male and female toilets have hand sanitiser, paper towelling and liquid soap dispensers,</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Hall must always have the entry doors open for maximum air flow, make sure there is air flow either mechanically with overhead fans and air conditioning or with fresh air flow via open doors and open windows.</i>
In areas where it is required, ensure all staff and students 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.	<i>Face coverings must be worn whenever directed by DHHS, specifically when entering the hall and at leisure. Exceptions are: whilst eating and drinking, engaged in physical activity ie: dancing or dance exercising, or if the current guidelines allow for no masks.</i> <i>Spare face masks will be kept on hand for anyone requiring one that hasn't got a mask with them.</i> <i>Screens are not practical as this is an hourly hire from the school and is not a permanent location for us. Social distancing at the reception table is required and 1.5m distance should be kept between volunteers, staff and people registering for the class or social dance whenever possible.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p><i>Staff, volunteers and participants must not come to events if they have any of the symptoms of COVID-19 no matter how minor. Symptoms include: fever, cough, sore throat, respiratory illness, difficulty breathing.</i></p> <p><i>They must also not come to events if they have:</i></p> <p><i>been in close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days.</i></p> <p><i>been diagnosed with COVID-19, or are not being tested for COVID-19;</i></p> <p><i>travelled to countries where COVID-19 (coronavirus) is spreading within the past 14 days and/or been in close contact with people who have.</i></p> <p><i>Face masks must be at least 2 ply, cover the nose and mouth to provide the wearer protection against infection.</i></p> <p><i>They must apply and remove face masks by the ear straps and avoid touching the front filter area where possible virus contact can be made.</i></p> <p><i>Cloth masks should be washed daily and wet or dirty masks should be replaced immediately and the used mask placed in an airtight bag or container.</i></p> <p><i>Hands must be washed regularly and thoroughly with soap for at least twenty seconds and dried using disposable paper towelling and not air dryers or shared hand towels.</i></p> <p><i>Sneezing or coughing into your elbow, shoulder or tissue will help to smother the spread of airborne liquids.</i></p> <p><i>Avoid touching nose, eyes or mouth and wash and or sanitise your hands regularly.</i></p>
<p>Review shared appliances, eftpos facilities and equipment handling.</p>	<p><i>People should avoid the shared use of appliances, eftpos facilities and equipment wherever possible. Touchless eftpos payments is to be encouraged to minimise contact with machine.</i></p> <p><i>Where it is not possible to eliminate shared use:</i></p> <p><i>Use cleaning products (ie: disinfectant wipes or spray) provided where facilities and equipment are shared.</i></p> <p><i>Staff to thoroughly wash or sanitise their hands before and after use;</i></p> <p><i>Wipe down appliances, eftpos facilities & equipment before and after use.</i></p> <p><i>Avoid sharing of chairs, computers, phones and other devices. Where this is not possible, these items should be regularly disinfected.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><u>Strict No Use Of School Drinking Fountains policy in place.</u></p> <p><i>No shared items are to be used, disposable coffee cups are to be used, personal water bottles are to be easily identifiable and not to be shared.</i></p> <p><i>Paper hand towel is supplied and to be used to handle communally touched surfaces such as toilet door handles, flush button and taps etc.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at end of event).</p>	<p><i>Toilets and taps in washroom facilities to be cleaned and disinfected at end of event, door handles to be cleaned regularly.</i></p> <p><i>Seats are no to be shared, or at least cleaned first.</i></p>
<p>Ensure adequate supplies of cleaning products and disinfectant.</p>	<p><i>Cleaning and disinfecting products are available near the reception table. These include hand sanitiser, hospital strength spray bottles with Viraclean disinfectant, paper towelling, disposable cleaning cloths, disposable nitrile gloves</i></p> <p><i>Liquid soap dispensers are located in each washroom.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting event attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>If stage three or stage four restrictions are in place, there is no allowance for our classes or dance events to continue. We will shut down until it is safe and we are directed to be able to reopen.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>As we have only one site where we conduct our events, this is not applicable.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>If you are unwell, you cannot and must not attend events. People may be required to pass a temperature check with a touchless infrared thermometer before accessing premises.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one person per four square meters of enclosed workspace • people 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>	<p><i>People should maintain physical distancing of at least 1.5 metres wherever possible. Where it is not possible to undertake work tasks and maintain physical distancing, the following control measures needs to be implemented:</i></p> <p><i>Minimise the number of person to person interactions that need to be completed within 1.5 metres;</i></p> <p><i>Minimise the number of people involved in activities that need to occur within 1.5 metres of each other;</i></p> <p><i>Provide personal protective equipment such as face masks, rubber gloves etc.</i></p> <p><i>Always maintain the 1 person per 2 or 4 square metre rule in premises or in enclosed spaces whenever possible.</i></p> <p><i>All participants should maintain physical distancing outside the premises. if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of people.</p>	<p><i>Rubber floor marking spots will be used where required to maintain a distance of 1.5 metres in the premises and no brushing past each other will be allowed. If someone needs to move past another, then the person in the way will be required to move out of the confined area to allow passage of the other .</i></p>
<p>Modify the alignment of participants so that people do not face one another.</p>	<p><i>In line with current restrictions (which are in a constant state of change), Physical distancing rules must always be maintained, If we face tighter restrictions which make partner dancing unavailable, the facing of each other in close proximity will be eliminated by reverting to our Solo dancing practices.</i></p> <p><i>This involves everyone maintaining a safe distance from each other and everyone facing the same direction during dance movements. Use common sense, don't be</i></p>

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	<i>facing each other in close proximity for prolonged periods unless absolutely necessary and unavoidable.</i>
Minimise the build-up of participants waiting to enter and exit the premises.	<i>Under the current restriction level of 2m² per person, the entry foyer can cope with a maximum of 16 people at a time, (at 4m² per person, the entry foyer can cope with a maximum of 8 people at a time). Hand sanitising station and QR code registration is setup away from reception table to ease congestion upon entering and exiting foyer.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>The current social distancing requirements and working restrictions required by the DHHS and Victorian Government are reviewed and discussed regularly and especially at the start of each event. Any new volunteer or staff member will be questioned to establish their knowledge of the current situation before starting and training will be provided to the management's satisfaction before entry to premises will be granted. Their sound understanding of this COVIDSafe plan is a requirement to be engaged in working for Rusty's Swing Dancing.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Deliveries will be approached with eliminating contact with others as much as possible. Practical ways this can be achieved is to have one person set down the goods in a designated area and then once away from the goods, another person may move in to retrieve the items, wearing gloves to avoid touching where possible and sanitising packaging before direct handling or unpacking. Even better if the item can be isolated for 2-3 days before handling this is encouraged. When packaging items for delivery or pick up, rubber gloves should be worn to prevent spread of infection to packaging.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Where possible, if a job can be completed by one person, this will be encouraged, Some jobs require a team effort (2 persons) due to physical and safety requirements, so all efforts must be made to observe preventing the spread of COVID-19 in these cases.</i>
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 or the 'two square metre' rule.	<i>The hall, being an hourly hire venue, is not ours to post signage is not practical, it has been determined that at a 2m² density quotient per person the hall can take a maximum of 156 people and the foyer can take a maximum of 16 people, (at a 4m² density quotient per person the hall can take a maximum of 78 people and the foyer can take a maximum of 8 people) these guidelines will be explained to visitors and strictly adhered to regardless of signage.</i>

Guidance	Action to ensure effective record keeping
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.	<i>An online booking and record-keeping system is in place with links via our facebook groups and pages and our website. All visitors will be required to fill out an online COVID-19 declaration via the Government QR Code website or a manual form on site. The QR Code website is accessed via the QR code with your smart phone or this link: Can't scan? Download the Service Victoria app or visit: go.vic.gov.au/check-in Open the app and enter:</i>

Guidance	Action to ensure effective record keeping
	<p><u>Rusty's Swing Dancing</u></p> <p><u>631 Whitehorse Road Mitcham</u></p> <p><u>Location code XZ9 KNL</u></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Staff are required to adhere the site register requirements and to ensure that all other visitors do so as well. Copies of the manual site register forms are available and stored with the COVIDSafe Plan Folder. Staff have the right and the obligation to refuse entry to anyone not prepared to enter their details in the register, not prepared to adhere to the social distancing requirements or has returned or been in contact with a positive COVID-19 test result patient. Staff are also required to report this to the manager.</p>

Guidance	Action to prepare for your response
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>	<p><i>In the event of a COVID-19 outbreak or suspected outbreak in the workplace, the most likely outcome is that the business will temporarily close. As there is only one site where the events take place, communication and liaising with Antonio Park Primary School to establish compliance with the school's requirements for cleaning, containment and other directions to eliminate the threat will be key to complete before reopening can take place. Russell Perry is the only person gainfully employed by Rusty's Swing Dancing at this time, all other helpers are unpaid volunteers.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>All records will be reported to DHHS from our data collected by Government QR Code website and our manual contact register of site visitors.</i></p> <p><i>If a person becomes a confirmed case of coronavirus (COVID-19), the person must not attend the premises under any circumstances. This is part of Rusty's Swing Dancing' and the person's obligation to ensure a safe workplace. A positive test result should be immediately communicated by the person to Rusty's Swing Dancing by phone call, text message and if possible, send an email to russell_perry@bigpond.com The person must follow all medical advice provided by their health care practitioner and / or the relevant government agency. This will include a period of self-isolation and testing requirements.</i></p> <p><i>If the diagnosed person is employed by a subcontractor working for to Rusty's Swing Dancing, the subcontractor must immediately notify Rusty's Swing Dancing of the positive diagnosis.</i></p> <p><i>Upon confirmed diagnosis, the following measures is to take place:</i></p> <ul style="list-style-type: none"> • <i>Identify where the person has been on the premises in the 48 hours prior to the onset of symptoms or while symptomatic;</i> • <i>Include a mapping exercise of who the affected person has had close or casual contact with;</i> • <i>Contact with all potential identified persons and inform them to be vigilant about the onset of COVID-19 symptoms and to self-isolate at symptoms on-set and be tested as soon as reasonably practicable</i>

Guidance	Action to prepare for your response
<p>Prepare to assess whether the premises or parts of the premises must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • Undertake a risk assessment to determine whether the premises (or part of the premises) should be closed; • Include a mapping exercise of where the affected person has been on site, what areas are likely to have been affected and what areas (if any) are considered to be safe from possible contact with affected person. • Undertake cleaning of the site in accordance to DHHS guidance; • All common areas and areas where the person had been in the last 24 hours (as per the premises mapping) are to be cleaned; • Cleaning is to be undertaken with no people not involved in cleaning on site; • Upon completion of the cleaning, a signed record is to be provided detailing the areas cleaned and the products used; • Provide this information to the health and safety representative;
<p>Prepare for how you will manage a suspected or confirmed case in a person during work hours.</p>	<ul style="list-style-type: none"> • Identify an appropriate area to isolate the person if they are on site. • Advise the person to self-isolate and be tested • Arrangements need to be made to isolate and transfer an unwell person from the premises to go home or get tested. If they are unable to drive themselves in a vehicle (in isolation) to go and get tested and self-isolate, Worksafe and the DHHS must be notified to devise a safe method of transportation for the affected or suspected affected person to be moved from site. • It is the responsibility of management and OH&S officer to ensure this happens. <u>The phone number for Worksafe is: 13 23 60</u> <u>Victoria Department of Health and Human Services (DHHS) hotline is 1800 675 398 or access more information and resources on their website:</u> <u>https://www.dhhs.vic.gov.au/coronavirus</u>
<p>Prepare to notify staff, volunteers and participants (including close contacts)</p>	<ul style="list-style-type: none"> • 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 • to Rusty's Swing Dancing will keep a manual record with contact details available and ready to access along with the data recorded and collected by the Government QR Code website if needed to provide an effective way of quickly communicating with workers and visitors where there is or has been a confirmed case. • 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). • 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. <p>All workers and visitors at the work premises must be notified if there is a confirmed case</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your premises.</p>	<ul style="list-style-type: none"> • Obligation to report to WorkSafe Victoria • Regulations approved under the OHS Act on 28 July 2020 provide that • employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period. Self-employed persons are also required to directly inform WorkSafe immediately on receiving a confirmed COVID-19 diagnosis if they have attended the workplace during the infectious period. • The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the DHHS.

Guidance	Action to prepare for your response
	<p><i>Employer must report an incident of confirmed COVID-19 diagnosis to WorkSafe, by calling the 24/7 emergency number 13 23 60 and providing formal written notification on WorkSafe’s website within 48 hours.</i></p> <ul style="list-style-type: none"> • <i>If a person becomes a confirmed case of coronavirus (COVID-19), the person must not attend the premises under any circumstances. This is part of Rusty’s Swing Dancing and the person’s obligation to ensure a safe workplace. Positive test result should be immediately communicated by the person to Rusty’s Swing Dancing by phone call, text message and if possible, send an email to russell_perry@bigpond.com. The person must follow all medical advice provided by their health care practitioner and / or the relevant government agency. This will include a period of self-isolation and testing requirements.</i> • <i>If the diagnosed person is employed by a subcontractor working for Rusty’s Swing Dancing, the subcontractors must immediately notify Rusty’s Swing Dancing of the positive diagnosis.</i> • <i>Upon confirmed diagnosis, the following measures is to take place:</i> • <i>Identify where the person has been on the site in the 48 hours prior to the onset of symptoms or while symptomatic;</i> • <i>Include a mapping exercise of who the affected person has had close or casual contact with;</i> • <i>Contact with all potential identified persons and inform them to be vigilant about the onset of COVID-19 symptoms and to self-isolate at symptoms on-set and be tested as soon as reasonably practicable;</i> • <i>Undertake cleaning of the site in accordance to DHHS guidance;</i> • <i>All common areas and the work areas where the worker had been in the last 24 hours (as per the workplace mapping) are to be cleaned;</i> • <i>Cleaning is to be undertaken with no workers on site;</i> • <i>Upon completion of the cleaning, a signed record is to be provided detailing the areas cleaned and the products used;</i> • <i>Provide this information to the health and safety representative;</i> • <i>Undertake a risk assessment to determine whether the work site (or part of the worksite) should be closed;</i> • <i>To reopen the worksite, employer needs to assess whether all required measures within DHHS direction have been completed;</i> • <i>DHHS and WorkSafe must be notified that the workplace is reopening.</i> <p><i>A worker who is diagnosed with coronavirus (COVID-19) will be able to use any entitlement they have to accrued paid personal/carer’s leave. If the worker doesn’t have sufficient accrual or an entitlement, the worker can access unpaid personal/carer’s leave for the period they are unfit for work.</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>To reopen the worksite, Rusty’s Swing Dancing needs to assess whether all required measures within DHHS direction have been completed;</i> • <i>DHHS and WorkSafe must be notified that the workplace is reopening.</i> <p><i>Workers shall be contacted by phone and or email with instructions on how and when to return to work once the relevant authorities are satisfied the identified threat is contained and resolved.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace for and on behalf of Rusty’s Swing Dancing.

Signed _____

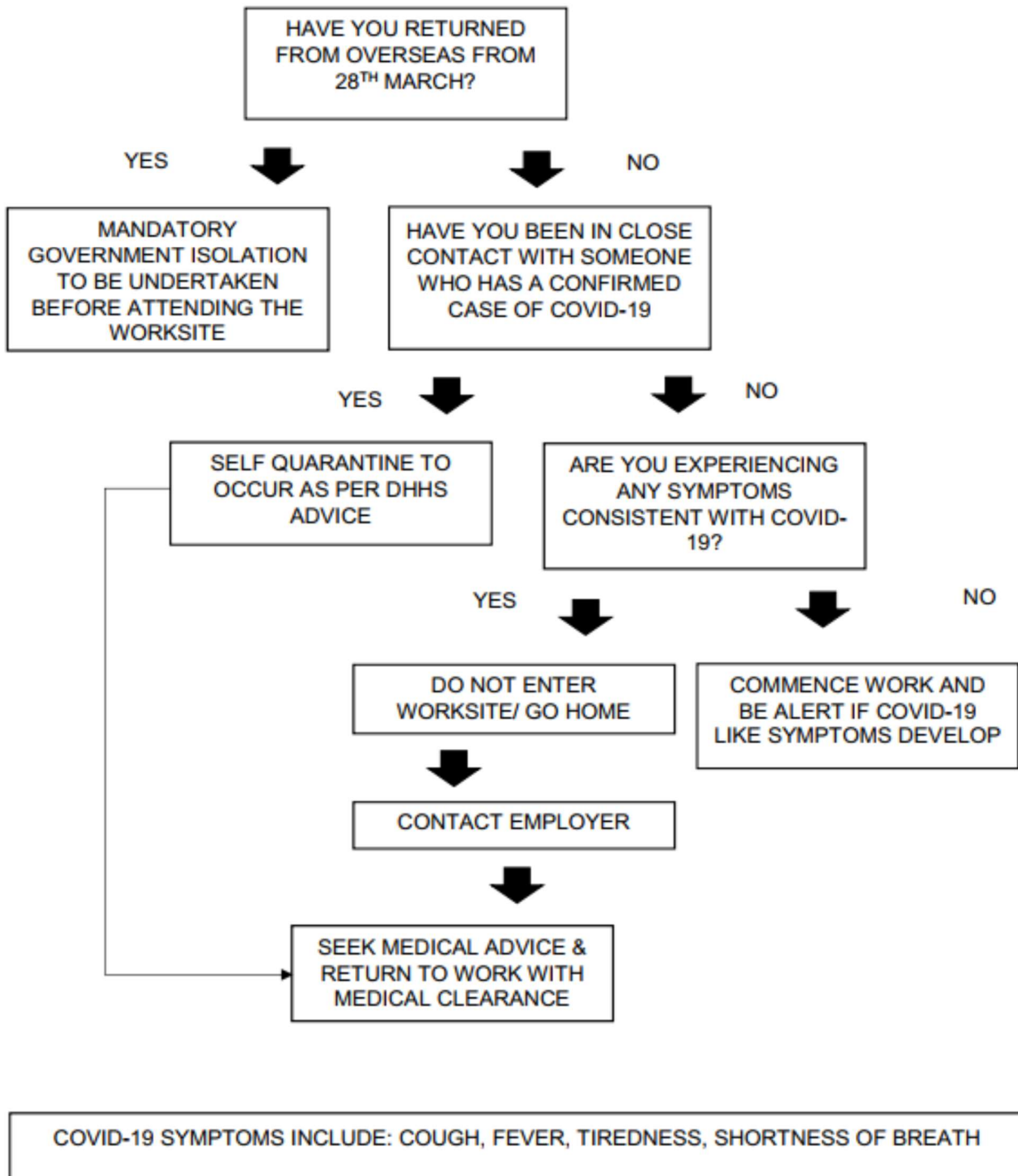
Name _____

Date _____

Flow chart for screening workers and visitors to sites where Rusty's Swing Dancing is engaged in events

EMPLOYEE SCREENING AND SELF ISOLATION

To minimise the introduction of Coronavirus (COVID-19) on site, a screening process has been recommended for worksites to ensure all workers have declared they have not been overseas or in contact with anyone who has coronavirus (COVID-19). The below flow chart outlines questions to be asked and the process to be followed.



OTHER INFORMATION IN RELATION TO COVID-19

It is important that we work together during this difficult time to keep us and our community safe.

If you need any guidance in relation to coronavirus (COVID-19), you can contact:

- Victoria Department of Health and Human Services (DHHS) hotline on 1800 675 398 or access more information and resources on their website: <https://www.dhhs.vic.gov.au/coronavirus>
- Australian Government Department of Health hotline on 1800 020 080 or access website: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Victoria's Restriction Levels - <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
- COVID-19 Guidelines for Building and Construction Industry Victoria (Rev 6) - https://www.mbav.com.au/sites/default/files/Industry_Guidelines_Rev_6_280720.pdf
- Preventing Infection in the workplace - <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#management-of-a-confirmed-case-or-outbreak-at-your-workplace>

For more information on Stage 4 Business and Industry Restrictions, you can refer below links:

- Stage 4 Business Restrictions - https://www.mbav.com.au/sites/default/files/attachment_a_-_stage_4_industries_-_distribution_final.pdf
- Construction Stage 4 Restrictions - <https://www.dhhs.vic.gov.au/construction-restrictions-covid-19>
- 'Permitted Work Premises' for the purposes of the Restricted Activity Directions (Restricted Areas) (No 6), effective as at 5 August 2020 from 11:59pm - <https://www.dhhs.vic.gov.au/sites/default/files/documents/202008/Permitted%20Work%20Premises%20for%20the%20purposes%20of%20the%20RestrictedActivityDirections%20%28Restricted%20Areas%29%20%28No%206%29%201.0-05082020.pdf>
- Permitted Worker Scheme COVID-19 - <https://www.dhhs.vic.gov.au/permitted-worker-scheme-covid-19>
- Construction Sector Guidance - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/construction-sector-guidance>
- COVID Safe Plan - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan>