



COVID Safe Plan

About the COVID Safe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

How to develop your COVIDSafe Plan

1. UNDERSTAND YOUR RESPONSIBILITIES

Information on public health directions applying to employers is available at ([hyperlink](http://vic.gov.au)) vic.gov.au.

2. PREPARE YOUR PLAN

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Please note:

Mandatory requirements under public health direction feature this symbol: (symbol of triangle with exclamation mark)

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. KEEP YOUR PLAN UP TO DATE

Your COVID Safe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVID Safe Plan with the Victorian Government. However, you may need to provide your COVID Safe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. SHARE YOUR PLAN

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Basketball Vikings Basketball Association

Plan completed by Glenn Rees

Date reviewed: 12/11/2020

1. ENSURE PHYSICAL DISTANCING

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action to mitigate the introduction and spread of COVID-19

Stadium has clear marking for social distancing.

Blackburn Vikings will provide all members with:

- Email correspondence outlining Basketball Victoria's Guidelines
- All information (Basketball Victoria Return to Sport and Blackburn Vikings COVID Plan)
- Regular social media post to have non-intrusive but readily available information to members
- All player areas are marked 1.5 meters apart, all seats are 1.5 meters apart
- Directional Arrows marked on floor to provide participants the flow of traffic through the stadium to minimise congestion. Separate entry and exit doors

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- Office and Meeting rooms have allowed numbers per space clearly marked
- Spectator Seating limited to requirements

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at ([hyperlink](https://www.vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

Action:

- All Staff have completed COVID safe hygiene practice course
- All volunteers to complete COVID safe hygiene practice course prior to any activities at club

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

2. WEAR A FACE COVERING

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action to mitigate the introduction and spread of COVID-19

- Disposable face masks available at stadium and will be provide to any person not wearing. Access to stadium will be granted if not wearing a face covering

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action to mitigate the introduction and spread of COVID-19

- Sneeze screens installed at front counter as high traffic area to protect door person

Requirements:

- You should provide training, instruction, and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action to mitigate the introduction and spread of COVID-19

- Provide staff and stadium participants with guidance on wearing face mask, signage display around stadium

3. PRACTISE GOOD HYGIENE

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action to mitigate the introduction and spread of COVID-19

- All participants details recorded and kept for 21 days, via QR reader, if technology not available, logbook at site
- Social distancing protocols enforced
- Regular hand washing / sanitizing
- Players are to be in full training/playing uniform prior to and leaving.

- Club has purchased sufficient supplies for 3months on use. Will monitor and reorder within last month to ensure supplies do not run out.
- Cleaning contract to complete COVID cleaning nightly, this include full sanitation of high touch areas (all door handles, sneeze screens, all benches, score board)
- Staff to clean all office surfaces at during day
- BSO officers have the following tasks but not limited to:
 - Ensuring all participants have details collected for tracing purposes
 - Cleaning of high touch areas in between all sessions
 - Maintaining social distancing protocols
 - Smoothness of change over periods between games

You should display a cleaning log in shared spaces.

Action to mitigate the introduction and spread of COVID-19

- Cleaning display of cleaning log will be display through out stadium

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action to mitigate the introduction and spread of COVID-19

- All surfaces cleaned with antibacterial spray and wipes after each session.
- Hand sanitizer available throughout practice available for participants to use.

4. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

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Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action to mitigate the introduction and spread of COVID-19

- Anyone presenting with COVID-19 symptoms will have their name and number taken down and ask to leave the venue immediately. We will ask them to have a test for the virus and advise one way or another.
- Ring COVID Hotline- 1800 020 080
- Notify EDJBA immediately- Billy Goldby-Foard- 0477 775 389 • Basketball Victoria to be notified – 03 9837 8000 • The clubs affected and EDJBA will work with DHHS and other relevant organisations to contact everyone involved as quickly as possible
- Stadium to be deep cleaned in the event of a positive case in stadium.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action to mitigate the introduction and spread of COVID-19

- All participants details recorded and kept for 21 days, via QR reader, if technology not available, logbook at site

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action to mitigate the introduction and spread of COVID-19

- Consideration for all people that enter stadium will have temperature taken upon entry.

5. AVOID INTERACTIONS IN ENCLOSED SPACES

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action to mitigate the introduction and spread of COVID-19

- Have clearly make assembly area at the front the stadium for arrival no more than 10 minutes before game and/or training session.
- Inside stadium clear signage advising social distancing, clear directional arrows on court to show the movement pattern throughout the stadium
- Exterior door to be open during training sessions and air conditioning on to optimise air flow

6. CREATE WORKFORCE BUBBLES

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action to mitigate the introduction and spread of COVID-19

- Venue managers and referees will be assigned to one venue per day. No volunteer or staff to work across multiple sites.
- Communications to Venue manager supervision and Referees branch to ensure adherence with guidelines
- All staff to work from home.
- Only work from stadium will be directly involved with the delivery of training and supply of basketball uniforms.