

A close-up photograph of a hand being washed under a running faucet. The hand is covered in thick, white soap suds. Water is streaming from the faucet onto the hand. The background is blurred, showing a person's arm and hand. A large, semi-transparent red graphic is overlaid on the left side of the image.

# COVID SAFETY PLAN

Endeavour Hills Leisure Centre

# COVID-19 Information

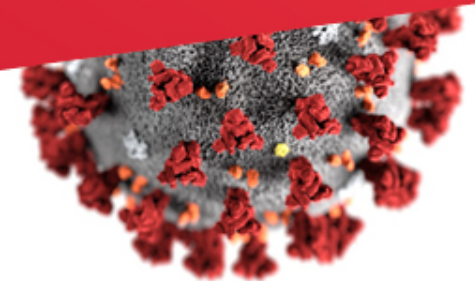
## What is a Corona Virus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

## How is COVID-19 Spread?

COVID-19 is most likely to spread from person-to-person through:

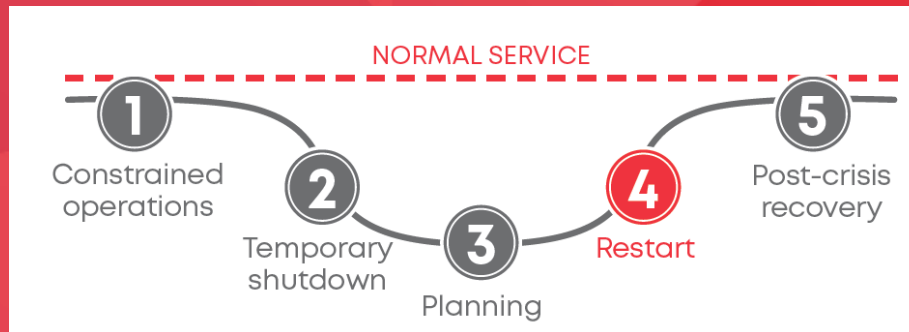
- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as door knobs or tables) that have droplets form an infected person, then touching your mouth or face.



# YMCA Victoria

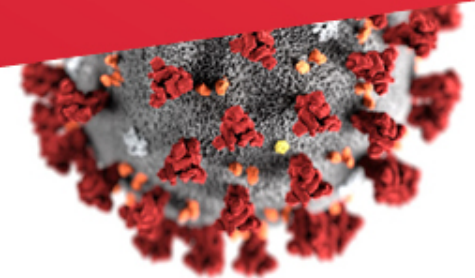
The Y has been a cornerstone of the Victorian community for more than 170 years – a period of time that has included other major crises ranging from the 2009 Bushfires to delivering large-scale wartime services. However as a not-for-profit that invests its full resources into our mission we do require the continuing support of our partners in order to retain our ability to keep serving the community – especially during this time.

This COVID Safety Plan forms part of the restart stage of the 5 step plan that is steering YMCA Victoria back to normal service.



## YMCA VICTORIA IS COMMITTED IN ENSURING ALL OF ITS FACILITIES AND OPERATIONS ARE:

- COVIDSafe for all staff, volunteers, contractors, visitors and patrons
- Compliant with Government COVID-19 Restrictions



# Y Victoria's Commitment:

In order to be COVIDSafe at all Y Facilities we are committed to:

## Temperature Scanning

Temperature scanning is occurring at all Y facilities. Staff and contractors will be scanned upon entry.  
Anyone who displays a temperature of 37.5 and above will be politely asked to leave.

## Physical Distancing requirements

A distance of 1.5m between people throughout our facilities and programs.  
All spaces have been measured and 4m<sup>2</sup> capacity restrictions are in place for all facilities and spaces. Staff, visitors and Patrons will be counted as they enter and exit facilities  
Removal of seats and equipment has occurred to ensure social distancing.

## Signage and Instruction

Throughout each Facility you will find signage and instructions on how staff and customers can be COVIDSafe.  
Hygiene signage and floor, seat and bench decals have been installed to assist with distancing.

## Increased Hygiene and Cleaning

Where required all staff, visitors and patrons will wear a mask within Y facilities.  
Each Facility has hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic.  
Cleaning has been increased with regular touch point cleans, 24 hour facility cleans and ready for decontamination cleans in the event of a confirmed case of COVID-19

## Training for staff

All staff have been trained in the COVID Safety training provided by the Health department.  
Staff have also undergone Y Victoria training and signed a commitment to being COVIDSafe.  
Role specific training has also been completed to ensure all programs the Y offers within our facilities are COVIDSafe

## Process for a confirmed Case

In the event of a confirmed case of COVID-19 the Y has a 8 step confirmed case flowchart. This flowchart ensures isolation, reporting, tracing and cleaning occurs before an area or facility can reopen.  
Everyone who enters our facilities will have their details recorded to assist with case tracing.

***Our commitment to community safety – Carolyn Morris. YMCA Victoria CEO***



Carolyn Morris  
CEO, YMCA Victoria

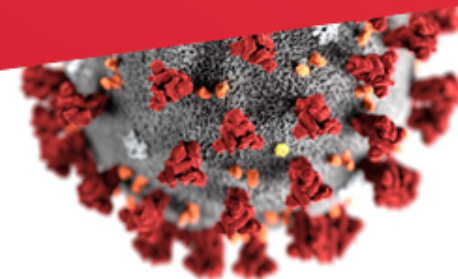
# Endeavour Hills Leisure Centre

## Facility Details

<b>Name of Facility</b>	Endeavour Hills Leisure Centre	<b>Prepared by</b>	Ian Jenkins
<b>Type of Facility (Sector)</b>	Recreation	<b>Position title</b>	Centre Manager
<b>Street Address</b>	10 Raymond-McMahon Boulevard, Endeavour Hills 3802	<b>Completion Date</b>	23 June 2020
<b>Contact Number</b>	(03) 9213 1400	<b>Review Date</b>	5 February 2021
<b>Email Address</b>	endeavourhills@ymca.org.au		

## Y Services within facility

	Lap Swimming		Swimming Lessons	X	Crèche	X	Group Fitness
X	Fitness Centre		Sauna		Spa		Playground
	Outdoor Pool	X	Sports Stadium		Sports Courts	X	Change Rooms
	Vacation Care		Tennis Courts	X	Gymnastics		



# COVID Safe facility and area capacity

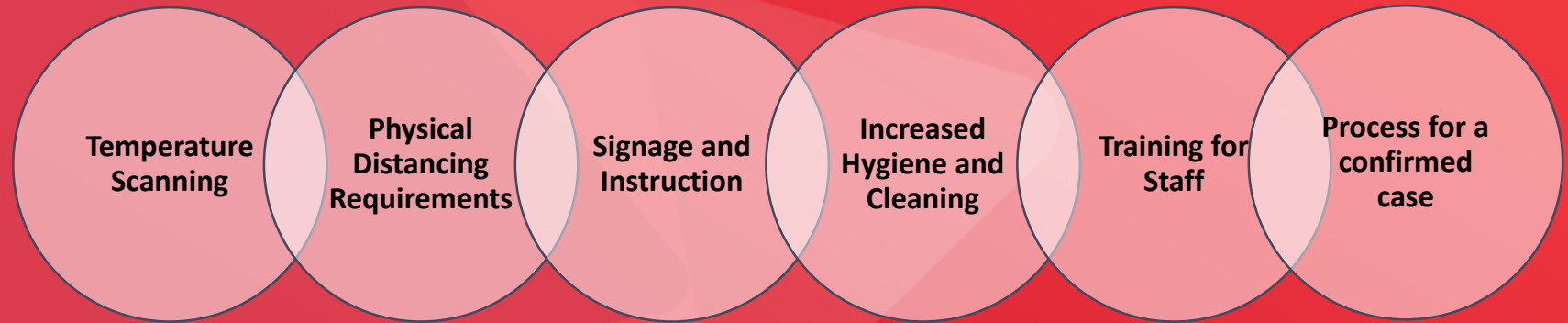
Areas defined as open may be restricted at certain times

## Room / Area Capacity, Density Quotient (4m<sup>2</sup> per person) and Group Sizes

Room / Area	Total m <sup>2</sup>	Density Quotient	Group Size Limit	Open/Closed
Reception / Foyer	103.92	25	25	Open
Viewing Area	120.96	30	30	Open
Multi-Level Area	72.08	18	18	Open
Lower Area	60.84	15	15	Open
Middle Corridor/Upper Area	164.91	41	41	Open
Health Club	359.04	89	50	Open
Group Fitness Room	216.45	54	50	Open
Gymnastics Hall	754.60	188	50	Open
Stadium	1216.00	304	50	Open
Community Room	137.58	34	34	Open for Bookings
RPM Room	57.05	14	14	Open
Creche	82.08	20	20	Open for exit
First Aid Room	9	2	2	Open
Toilets – Upper/Group Fitness	M: 7.65 / F: 22.42	M: 1 / F: 5	M: 1 / F: 5	Closed
Toilets – Middle/Health Club	M: 8.64/F: 10.44	M: 2 / F: 2	M: 2 / F: 2	Open
Toilets – Lower/Stadium	M: 59.3 /F: 40.7	M: 14 / F: 10	M: 14 / F: 10	Open

# Endeavour Hills Leisure Centre

Overall facility occupancy is based on 4m<sup>2</sup> per person, with the overall capacity of the facility 750.  
The facility agrees to the following conditions:



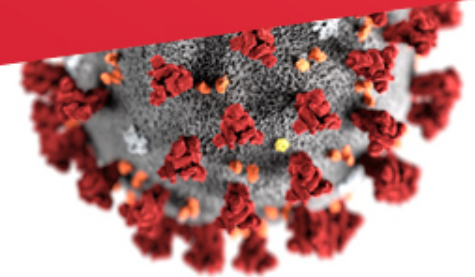
## COVID Safety Plan:

1. Discuss and share relevant details of COVID Safety plan with staff, Contractors, patrons and contract partners so everyone is aware of what to do and what to expect.
2. Print and display and make available the COVID Safety Plan.
3. The COVID-19 pandemic is an evolving situation – review plan regularly and make changes as required.

**Manager Name:** Ian Jenkins

**Agreed and Signed:**

**Date:** 5 February 2021



# How are we meeting our COVID Safe Commitment

## COVID Safe throughout Endeavour Hills Leisure Centre



### Social Distancing

- Maintaining 1.5m and 4m2 distancing requirements throughout facility. Identification of all areas and capacity limits to meet requirements.
- Decal stickers to instruct social distancing requirements on floors, benches, seats.
- Modification of environments and programs to ensure social distancing. This includes the removal or closure of seats, equipment and redesign of programs and areas



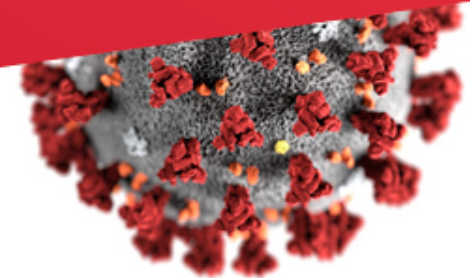
### Hygiene

- Hand sanitiser stations at entry/exit, high use and touch points throughout facility
- Reduction of touch points throughout facility. Open or automate doors where possible. Install and provide auto dispenses.
- Customers to bring their own equipment where possible and clean shared equipment.
- Hygiene signage, including how to wash hands and displayed throughout facility



### Cleaning

- Increased high touch point sanitisation across facility. Door handles, rails, equipment to be sanitised every 30 minutes or directly after use.
- Cleaning equipment and sanitising wipes available throughout the facility for both staff and patrons
- Cleaning schedules and processes are audited by facility Manager and Safety Team.
- In the event of a confirmed case of COVID-19 within the facility a decontamination clean will be completed by an external cleaning contractor.



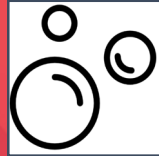
# How are we meeting our COVID Safe Commitment

COVID Safe throughout Endeavour Hills Leisure Centre



## Wear a Mask

- Where required all staff, visitors and patrons will wear a face mask within Y facilities.
- Physical distancing of 1.5m should be maintained.
- All staff, visitors and patrons must carry a face mask with them at all times.
- Fitting a Mask safe work procedure available for all staff
- Single use masks are available for all staff.
- For high risk contact tasks single use surgical masks are required. This includes providing first aid and manual temperature scanning.



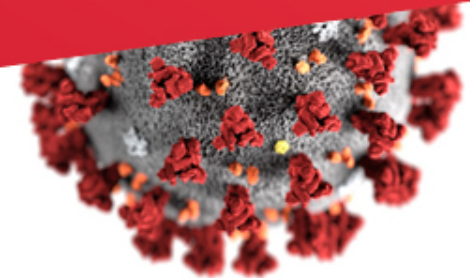
## Workplace Bubbles

- Limiting the number of people staff have prolonged close contact with.
- Restricting staff from working across multiple facilities.
- Reducing interactions between staff during breaks and shift changes.
- Where possible avoiding mixing staff across shifts.
- Declaration from staff who are working across multiple premises for a another employer.



## Interact Outside

- When possible conduct staff meetings and breaks outside. Adequate sun and weather protection at all times.
- To maximise ventilation open windows and outside doors where possible.
- Limit interactions between staff and patrons by encouraging contactless payment and program bookings.



# How are we meeting our COVID Safe Commitment



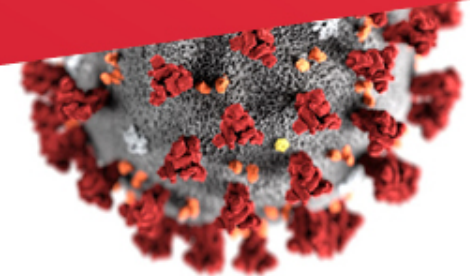
## Staff Training

- All staff have completed the COVIDSafe online training provided by the department of Health.
- All staff have completed Y Victoria's COVIDSafe awareness and commitment statement
- Staff have completed training on COVIDSafe operating and safe working procedures relevant to their role.



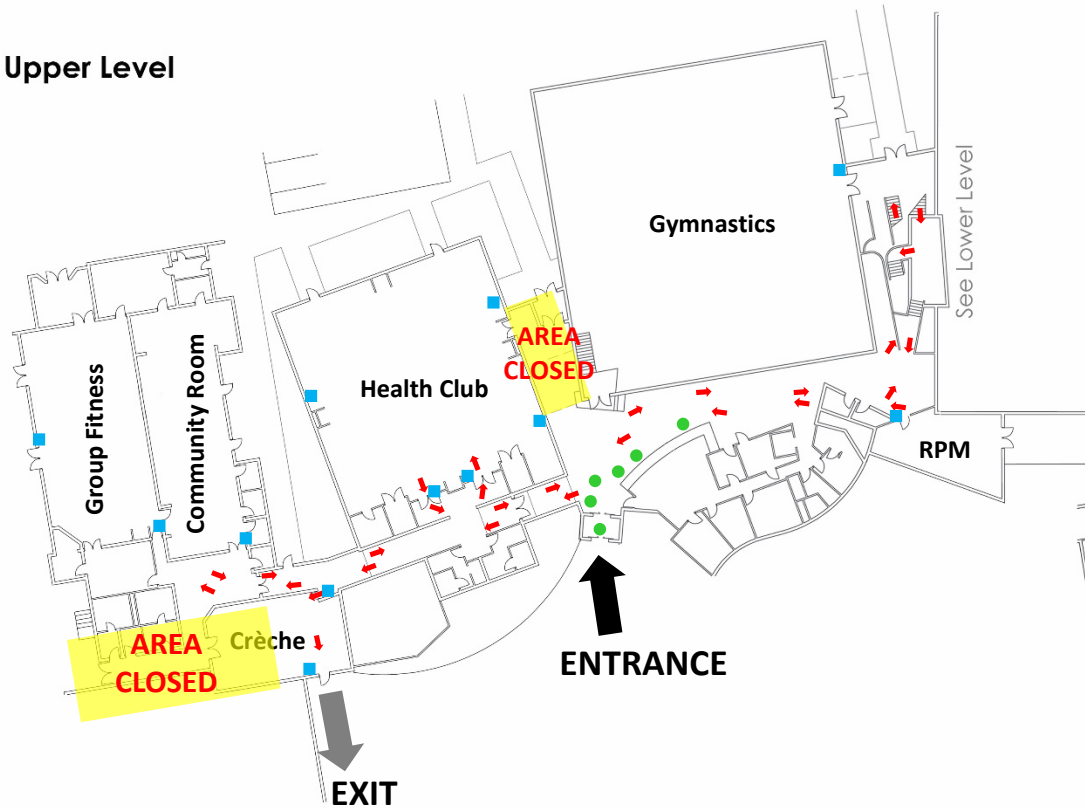
## Rules and Awareness

- Where required all staff, visitors and patrons will wear a face mask within Y facilities, unless they have a lawful exception.
- All staff and contractors will be temperature screened when entering the facility. If anyone has a temperature of 37.5 or above they will be kindly asked to leave.
- All staff, volunteers, contractors, visitors and patrons will have their details recorded. This will assist in contact tracing in the event of a confirmed case of COVID-19.
- All staff, volunteers, contractors, visitors and patrons are required to follow all social distancing requirements within the facility and during programs at all times
- Any staff, volunteers, contractors, visitors and patrons who display any COVID-19 symptoms at the facility are required to report to a staff member immediately.
- Any staff, volunteers, contractors, visitors and patrons who have any COVID-19 symptoms, come in contact with a confirmed case or been directed to self isolate are not to attend the facility.
- All staff must declare prior to each shift that they are symptom free, have not come in contact with a confirmed case of COVID-19 and have not been directed to self-isolate.
- All staff, volunteers, contractors, visitors and patrons are required to ensure good hygiene practices are abided by throughout the facility and during programs.

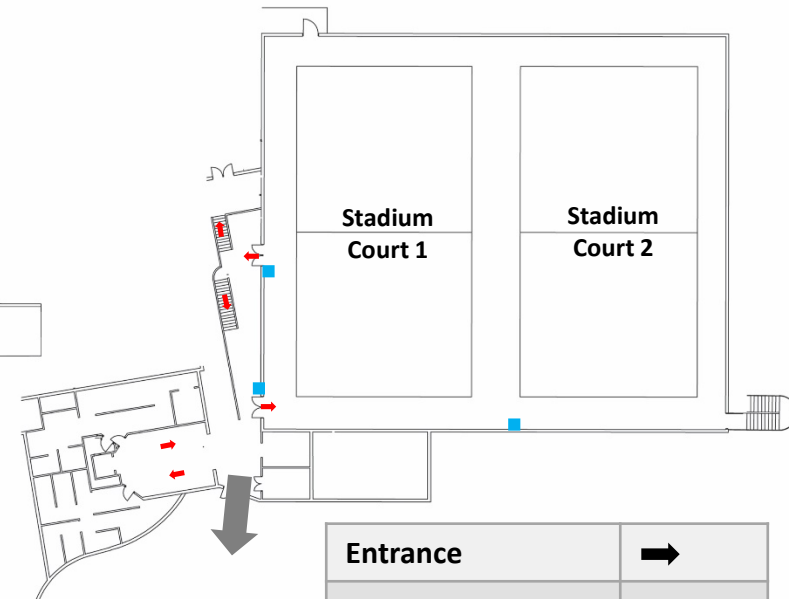


# COVID Safe map of Endeavour Hills Leisure Centre

Upper Level



Lower Level



Entrance	➔
Exit	➡
Sanitizer Station	■
Distance marker	●
Traffic Direction	➔

## Suspected or confirmed case of COVID-19 at work

### If the suspected or confirmed case of COVID-19 is at work



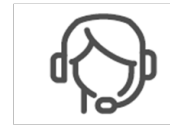
#### 1. ISOLATE

Isolate the person from others, provide them with a disposable surgical mask if available and isolate them in a separate room.



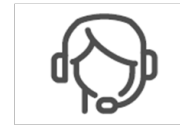
#### 2. TRANSPORT

Ensure the person has transport to their home or medical facility.



#### 3. ESCALATE

Notify your manager immediately, manager to escalate to ELT. Initiate Critical Incident Process.



#### 4. INFORM

Manager to ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.

### CRITICAL INCIDENT TEAM (CIT)



#### 5. CLOSE / ISOLATE

CIT to determine the level of isolation or closure of site, staff or public to be evacuated from area / site.



#### 6. IDENTIFY

CIT to identify who at the site had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



#### 7. CLEAN

CIT to determine the level of cleaning required. Engage cleaning company Smart Clean to conduct decontamination clean (0422 289 744).

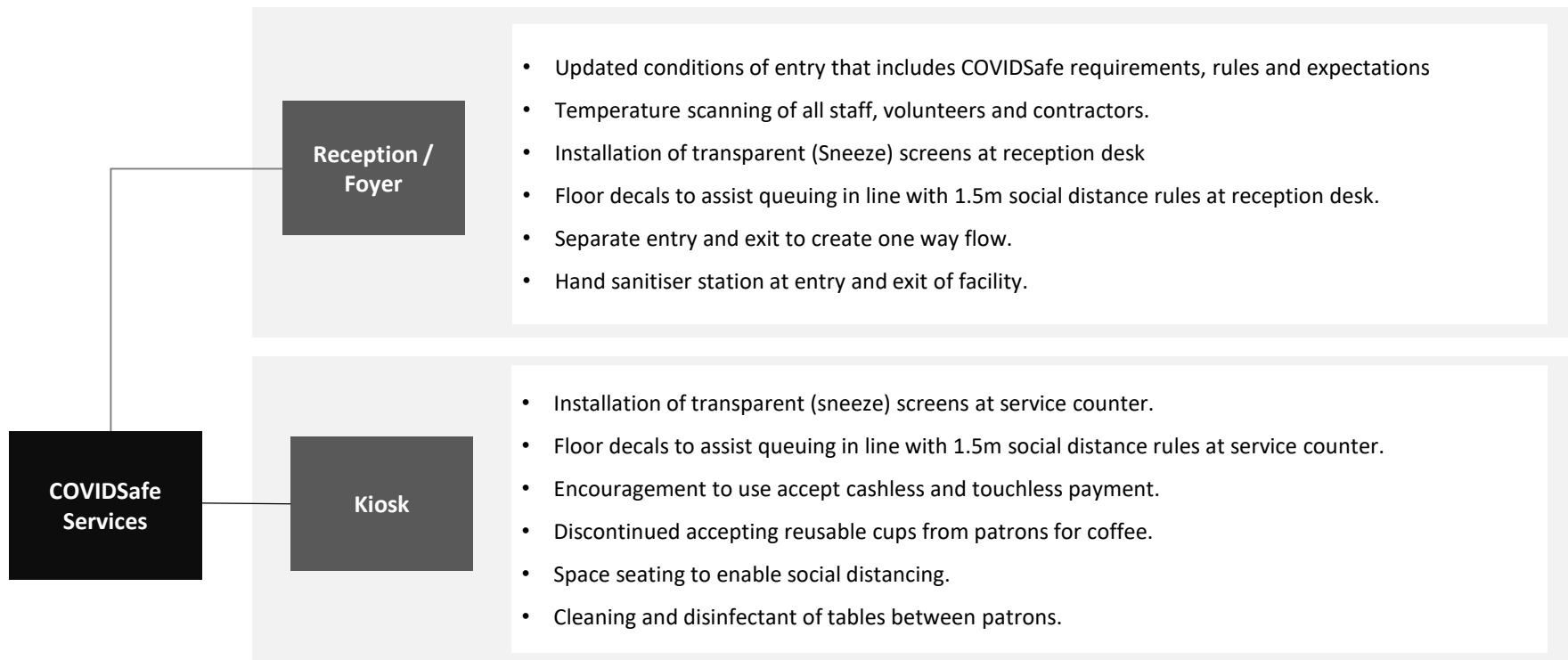


#### 8. REVIEW / OPEN

CIT to review: risk management controls relating to COVID-19, whether work may need to change and if site can re-open. Keep employees and public up to date with what is happening.

If the suspected or confirmed case of COVID-19 (Staff or Public) is not at site when diagnosed – START AT STEP 3

# Endeavour Hills Leisure Centre Services



# Endeavour Hills Leisure Centre Services

## COVIDSafe Services

### General Areas

- Separated chairs to in line with 1.5m social distancing rules in all waiting areas
- Couches and seating tapped off/removed in the event they don't align with 1.5m social distancing
- Open or automatic doors throughout facility to reduce touch points. Where doors cannot be opened or automated sanitisation cleans occur every 30 minutes.

### Change rooms and Bathrooms

- Deactivation and closure of some sinks, hand dryers, urinals to create spacing between users in line with 1.5 social distancing rules.
- Limit of numbers of people in and toilets in line with social distancing rules.
- Installation of hand sanitizer stations, increased disinfection of toilets.

# Endeavour Hills Leisure Centre Services

## COVIDSafe Staff Areas

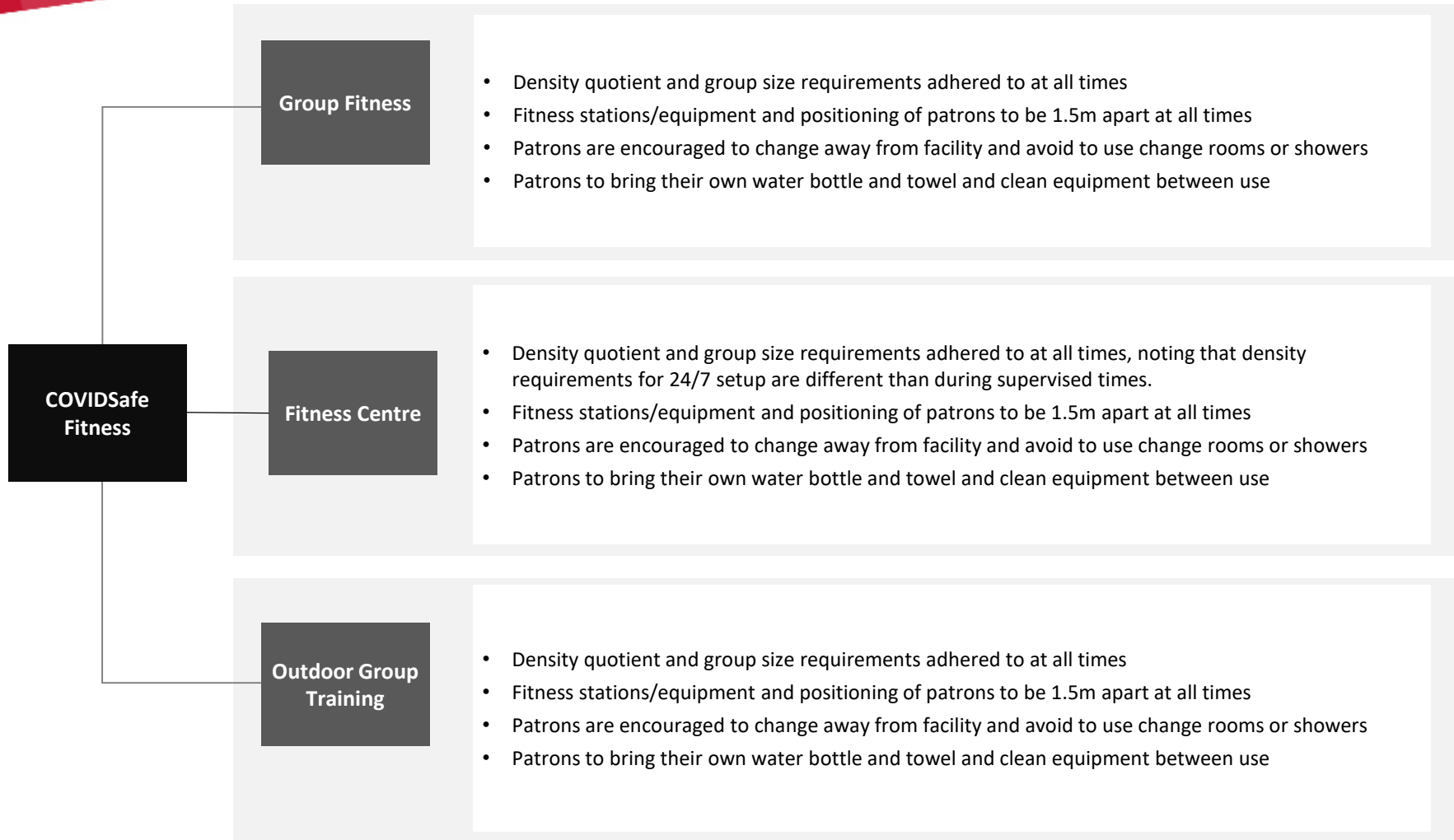
### Staff Room

- Separated chairs to in line with 1.5m social distancing rules.
- Staggered staff breaks to reduce interaction.
- Where possible and safe to do so, staff to conduct breaks outside.
- Staff room clearly signed for maximum numbers in line the m2/social distancing rules

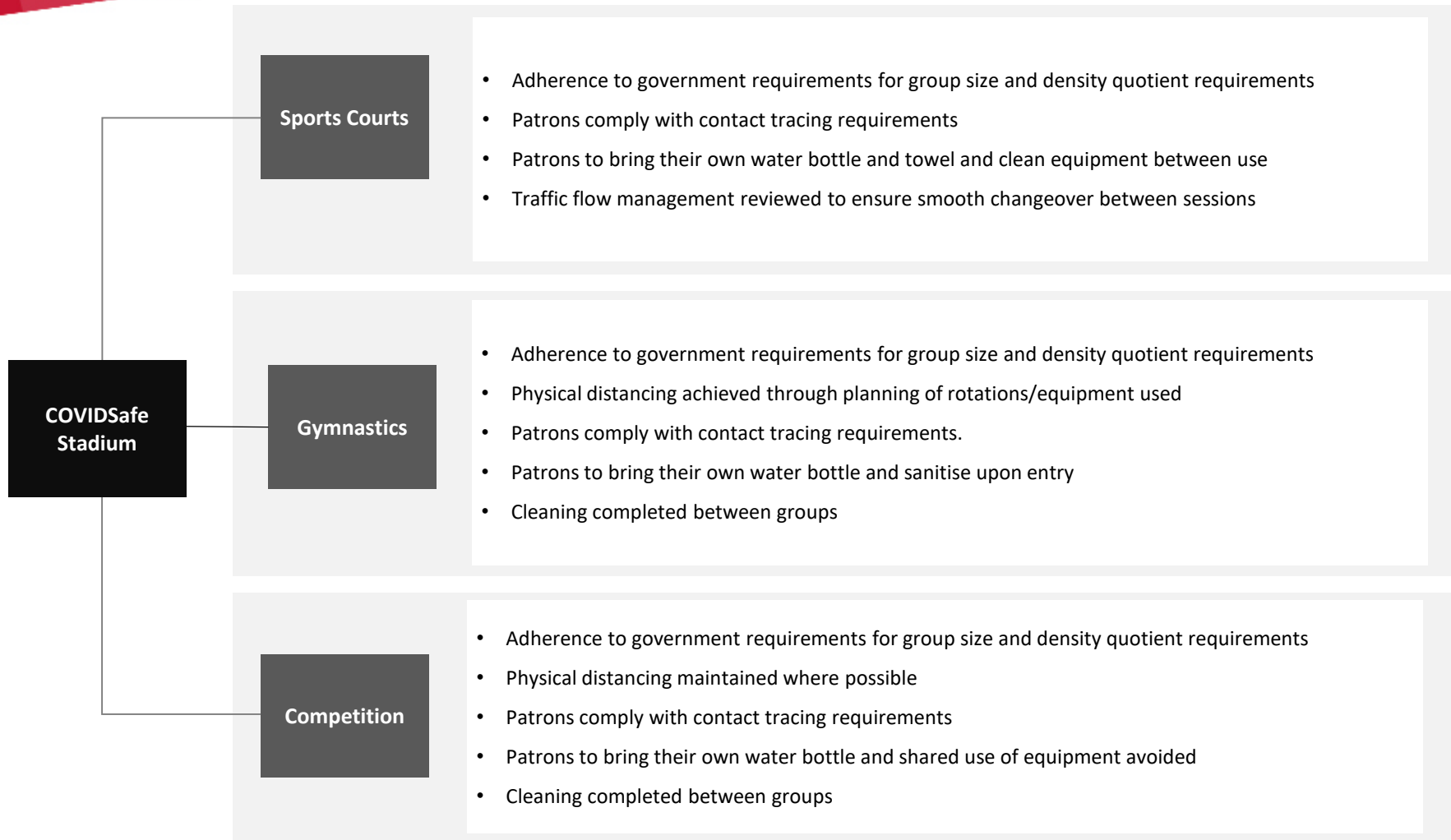
### Staff Office and Meeting Rooms

- Arrangement of furniture to reduce face to face seating.
- Separate desks and chairs in line with 1.5m social distancing rules .
- Where possible and safe to do so, conduct meetings outside.
- Staff only areas to be clearly signed for maximum numbers in line the 1 to 4m2 rules.

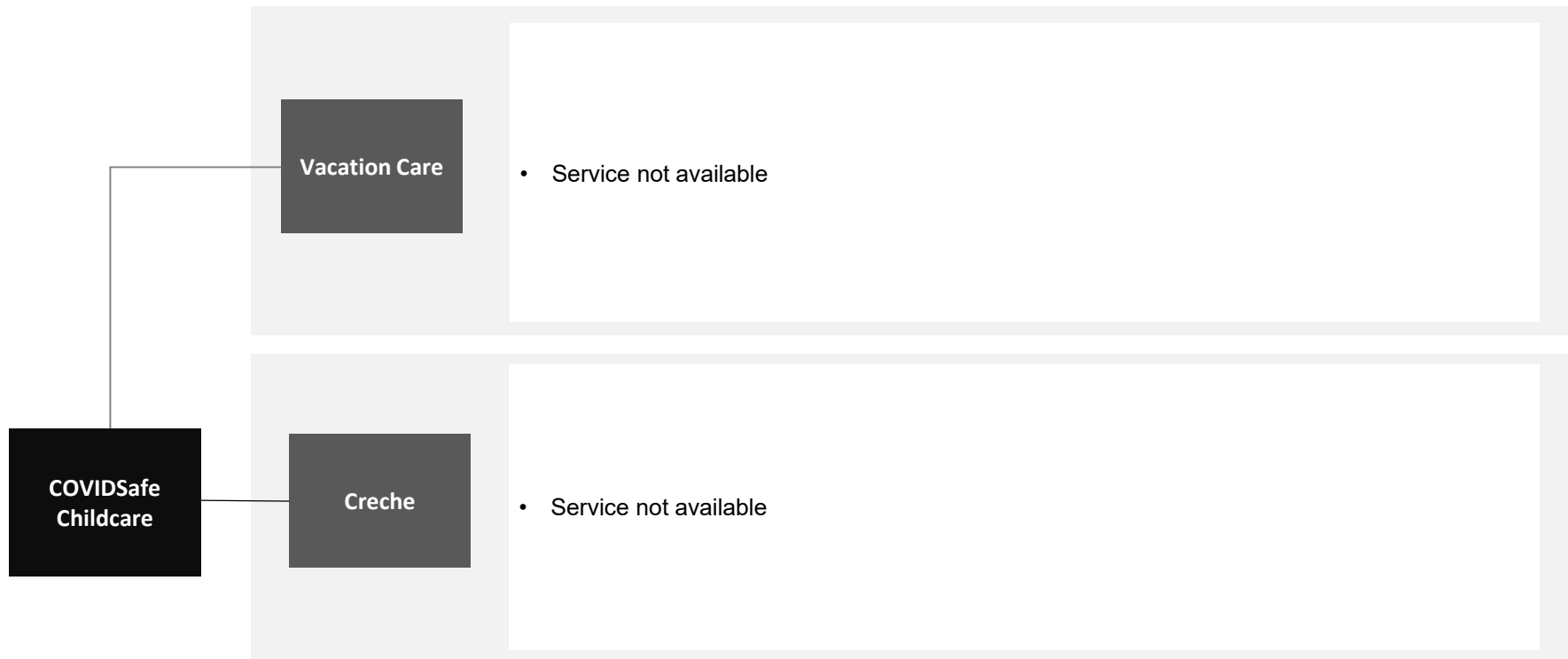
# Endeavour Hills Leisure Centre Fitness



# Endeavour Hills Leisure Centre Sports



# Endeavour Hills Leisure Centre Childcare



# CovidSafe Facility Implementation Sign Off

Facility name has a maximum capacity of number patrons and agrees to the following conditions:

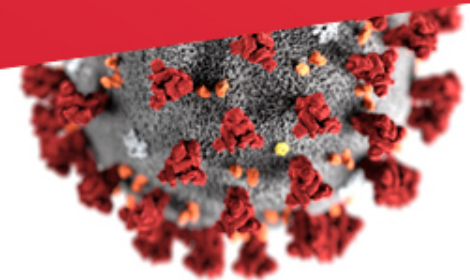
Implementation Action	Details	Date	Manager Sign
COVID-19 Re-Opening Checklist INX Log	Facility has logged the INX COVID-19 Re-Opening checklist	04/06/20	Ian Jenkins
COVIDSafe Plan	Facility has completed this COVIDSafe Plan	12/06/20	Ian Jenkins
Sector Risk assessment	Manager has read and understood sector specific COVID-19 Risk assessment and applied control measures	19/06/20	Ian Jenkins
Sector Prestart Covid-19 Checklist	Sector Specific COVID-19 Reopening checklist has been completed and recommended safety measures implemented	23/06/20	Ian Jenkins
Sector Prestart Health & Safety Checklist	Sector Specific Reopening Health & Safety Checklist	23/06/20	Ian Jenkins
Clean Facility	A deep clean of facility has been completed prior to opening	05/10/20	Lyndal Blackman
COVIDSafe Training	All staff have completed COVIDSafe training requirements	23/06/20	Ian Jenkins
COVIDSafe Declaration	All staff have completed and digitally signed the COVIDSafe Declaration	23/06/20	Ian Jenkins

**Manager Name:** Ian Jenkins

**Agreed and Signed:** 5 February 2021

**Facility Opening Approval By:**

**Date:**



# COVID Safe Resources and Appliances

- INX COVID-19 Reopening Implementation guide and checklist
- COVID Safe Plan – All Facilities
  - Mapping of Facility
  - Facility Commitment
- Supply and equipment purchase checklist – Assist facilities identify numbers of decals and sanitiser stations
- COVID -19 Restart Checklist – Social distancing and Covid Safety measures required to reopen
- COVID- 19 Sector Risk Assessment
- COVID Safe Operating/Work Procedures (SOPs SWPs):
- COVID Safe Staff training