

BSL COVID Safe Plan

Business Name: *Borough Club*

Site Location: *2-4 High St, Eaglehawk*

Contact Person: *Chief Operations Officer*

Phone: 0432 125 462

Last Updated: 12/10/2021



Requirements	Actions to control the transmission of Coronavirus COVID-19
Practice good hygiene	
Provide hand sanitiser stations upon all entries and throughout the venue at various locations.	<ul style="list-style-type: none"> • Hand sanitiser made available at point of entry for staff, patrons and contractors • Adequate supply of hand soap, paper towel or dryers are located in all areas.
Enhance air flow within the venue where possible by opening windows and adjusting internal airflow devices.	<ul style="list-style-type: none"> • Whilst the arena is in use, utilise an evaporative air conditioning system with 100% outside air • Where possible, doors to remain open to assist air flow • Establish various entry and exit points to maximise air flow • All of the above must comply with Fire Regulation or Security measures internal
At required workplace settings ensure all staff and team members wear designated face coverings and any required PPE gear, unless lawful exemption applies. Supply masks and PPE where necessary.	<ul style="list-style-type: none"> • Masks must be worn when directed to do so by the Chief Health Officer. • All employees to adhere to current directives of the CHO. • All staff working at an event are required to wear a mask. • Always stock a sufficient supply of masks and PPE • COVID tubs are placed in various locations stocked with appropriate PPE
Provide training to all staff and team members on correct hygiene practices.	<ul style="list-style-type: none"> • All staff have completed the Victorian Government 'Infection Control' course • All new employees are required to complete the Vic Government 'Infection Control' course as part of their induction.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Basketball - ensure Biosecurity officers of correct cleaning procedures for high-touch communal items where they cannot be eliminated from the workplace. • Office staff provided with their own workspace • Hot desks are not encouraged. • Cashless currency; tap and go encouraged • Cutlery, menus and other table miscellaneous to be removed from tables and given to diners when seated

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Cleaning	
Increase environmental cleaning and ensure high touch surfaces are sanitised regularly. Twice daily and upon shift changes.	<ul style="list-style-type: none"> • BSL facilities team maintain daily cleaning schedules and regular sanitising of high touch points. Checklist maintained. • COVID Marshalls to assist with the cleaning of high contact points • Isolation and deep clean will be undertaken of any area of suspected contamination if necessary • The COVID Marshall placed in the gaming room at all times is responsible for cleaning and sanitising EGM's and high touch surfaces regularly throughout each shift • Gaming and bar staff maintain constant sanitising throughout key areas; EGMs, Cash point, Keno, TAB Screen, coin cups, bar and bar tables. Checklist maintained. • Domestic Basketball - Sanitising baskets and rubbish bins are placed on every score bench. Contents of baskets include spray sanitiser, hand sanitiser, disposable gloves, alcoholic wipes and paper towel. • Bio Security Officers are responsible for sanitising score bench, chairs, Ipad and balls between each game • Cleaners to sanitise toilets and high touch areas between each game. • Other user groups are responsible for their own sanitising using the baskets supplied by BSL
Ensure adequate supply of cleaning products are maintained on site.	<ul style="list-style-type: none"> • BSL Facilities team maintain more than adequate supply of cleaning consumables used across the venues. • All cleaning supplies being used in BSL venues conform with DHHS approved products for the disinfection of COVID-19 contaminated surfaces

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Physical Distancing	
Ensure all staff that can work from home, do so.	<ul style="list-style-type: none"> • BSL directive in place for all office staff that can work from home shall work from home. • Essential staff only to be in venue • Vic Gov QR Code scan in required for all persons attending the venue.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> • Develop workplace rosters to ensure minimal shift crossovers

<p>Implement screening practices for employees and visitors before venue entry. Ensure employees are not attending work or being required to by the employer when un well.</p>	<ul style="list-style-type: none"> • Staff and visitors not to attend venue if un well • All employees are required to fill out a health questionnaire and take temperature prior to every shift. If the employee ticks yes to any symptom, they are not permitted to carry out their shift. They must inform the manager, leave the venue, have a COVID test and isolate until a negative result. • Mandatory Covid-19 vaccination required for all employees. BSL venues will follow direction from the Victorian Government around vaccination for members of the public. • A Check-in Marshall at entry point shall ensure visitors have scanned the Victorian Government QR code or digitally sign them in if unable to. • Check-in Marshalls will also check licences to ensure visitors are not from areas deemed hot spots. • Check in Marshall will sight visitors vaccination certificate
<p>Configure communal work areas so that there is no more than one worker per 4 square metres of enclosed workspace. Consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Screens have been placed at reception and hospitality areas ensuring protective barrier between staff and customers • Decals are placed on floors in high traffic areas as a reminder of social distancing. • Instruction and signage dictates social distancing requirements. • COVID Marshalls to monitor • Sporting coaches and BIO security officers responsible for the management of individual participant social distancing whilst in venue • BSL responsible for the management of the above for casual booking participants • Poly-carb screens are currently installed on Bendigo Stadium score bench on show court
<p>Use floor markings to provide minimum physical distancing guides between workstations and areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Temporary barriers and floor markings in place throughout public areas of venues to assist with the maintenance of social distancing measures • Ensuring only 1 person per 4 square metres in staff rom and other communal areas • Staff encouraged to take breaks external to venues, where practicable, to minimise interactions in enclosed spaces
<p>Review delivery protocols to limit contact between delivery drivers and staff</p>	<ul style="list-style-type: none"> • Designated loading and unloading areas for delivery • Victorian Government QR Code Scan in for all persons permitted onsite
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that</p>	<ul style="list-style-type: none"> • Signage is displayed at front entrance to Gaming and Bistro with clear directive for social distancing

specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	<ul style="list-style-type: none"> Workplace hygiene and health reporting Density capacity limits are displayed All staff are responsible for reporting any breaches in posted venue requirements. COVID Marshalls deployed to ensure compliance to COVID safe controls.
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Guidance	Action
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> Specific risk assessments in place to estimate risk potential and business impacts of outbreak and closure of venues Operational planning developed from risk assessment Employee consultation maintained through regular OH&S meetings
Prepare to assist DHHS with contact tracing and provide staff and visitor records	<ul style="list-style-type: none"> COVID Safe Outbreak Plan- Formal systems in place to support contact tracing and health reporting to DHHS as required in legislation. SOP – Confirmed case in the workplace Records retained of all persons visiting or employed at BSL Venues retained for 28 days before disposal – adhering to privacy obligations. All COVID management documentation retained electronically in different network file locations and locally
Prepare to undertake cleaning and disinfection at compromised venue. Assess closure requirements.	<ul style="list-style-type: none"> BSL COVID-19 Operational Plan contains specific Cleaning Management processes. Formal process in place for deep cleaning by approved cleaning contractor if required Assess whole venue or specific area closure
Prepare for how you will manage a suspected or confirmed case in an employee during rostered work hours.	<ul style="list-style-type: none"> BSL Identification and control of suspected or confirmed cases in employees and other persons during work hours. SOP in place. Internal team responders who have completed Victorian Government Department of Health, COVID-19 Infection Control training; Online module Internal protocol specifies management responsibilities and reporting requirements in the event of a suspected or confirmed case of infection.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> BSL COVID-19 has a specific Communications Plan to processes, roles and responsibilities for a confirmed or suspected cases both externally to Statutory Authorities, stakeholders, patrons and internally to staff

<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace</p>	<ul style="list-style-type: none"> • BSL Incident Reporting Framework recognises the duty of notification for those relating to workplace health and specifically confirmed cases of COVID-19
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • Notification from the Victorian Government to permit affected venue to re-open <p>Maintaining COVID safe practices after re-opening.</p> <ul style="list-style-type: none"> • BSL’s COVID-19 Control processes are formalised via the following documented processes <ul style="list-style-type: none"> ○ Victorian Government QR Code check in ○ Vaccination policy-Employees ○ Staff health questionnaire ○ Staff ‘Infection control’ online induction ○ Covid Safe Plan developed for individual public events. ○ Return to sport plan. ○ Incident Management Procedure-(SOP confirmed case in the workforce) ○ Cleaning checklists. ○ Checklist for engaging COVID deep clean services. ○ Victorian Government COVID-19 signage displayed