

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: _____ has a maximum capacity of _____ Number: _____ patrons and agrees to the following conditions:

- A strict limit of a minimum of 4sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- A maximum of 20 patrons per venue (excluding staff)
- Carefully manage waiting areas to ensure social distancing

- 1** Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [WA.gov.au](https://www.wa.gov.au)
- 2** Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3** The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4** Print and display the **COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Manning Rippers Clubrooms	Prepared by:	Scott Greer
Type of premises:	Community Sports Clubroom	Position title:	Committee Member
Street address:	1 Bradshaw Crescent Manning	Completion date:	19/05/2020
Contact no:	0413169664	Revision date:	08/06/2020
Email:	scottg@mkgpartners.com.au		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

Physical distancing guidelines have been communicated to the membership (senior players and parents of juniors) via website links and club newsletter. For the first training session for each group the coach will refresh all attendees on the physical distancing guidelines.

Now that we have reached Level 3 stage we will be re-opening the club's bar. Prior to reopening the committee and facility manager have placed appropriate signage and marked waiting spots for queues and have reviewed and adjusted seating arrangements. A floor plan has been drawn up to determine the number of patrons that can be seated within the clubrooms and on the club balcony which is included in our licensed area in accordance with the 2sqm rule. For now food will only be served from the kitchen via table service on individual plates. Change rooms have been measured and a maximum number of users has been set

2. Hygiene

• How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Each team in the club will be provided with the recommended cleaning and sanitiser products. Now that we have reached stage 3 and bar staff and sports trainers are resuming they will also be provided with these resources.

We are setting up a resource re-ordering system for all teams monitored daily by our facility manager.

The club uses a commercial cleaning firm and our facility manager has an ongoing dialogue with them and will confirm they have correct certification.

Change rooms and clubrooms will be sanitised and cleaned after each usage.

3. Staff training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: mandatory training; records of training; additional education; signage; guidance material etc.

All senior coaches , and a representative from each junior team will be required to complete training and lodge a copy of their training certificate with the club secretary. We have also ensured bar staff and sports trainers y will be compliant when they resume work at the commencement of Stage 3. The club has temporary signs for the initial sessions and will within 7 days have A Frame signs to display health and training protocols. Registers of attendees at all training sessions/functions will be kept and maintained by the club secretary. Guidance material has been placed on the club website and the links to the website have been sent out via club newsletter.

4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

The Club Secretary will check attendance records immediately and communicate the information to members that have been exposed to the affected member as well as instructing all exposed members to quarantine for 14 days.
The club secretary will within 24 hours contact all relevant authorities
The club will within 24 hours of a suspected exposure conduct a Zoom Meeting to review all operations.



Premises name

COVID Safety Plan Certificate

Welcome.

Number:

80

We can accommodate patrons and agree to maintain the WA Government's safety measures



4sqm per person



Staff training



Frequent cleaning and disinfection



Contact tracing

We're doing our part to help keep you safe. Please respect the rules and our staff.

We're all in this *together.*

Prepared by:

Scott Greer

Date

06/06/2020