

COVIDSafe Plan

Business name: Knox Leisureworks

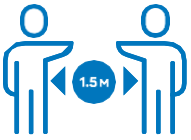
Address: 35 Tormore Rd Boronia Vic, 3155

Plan completed by: Andrew Laurent

Job title: Centre Manager

Date reviewed: 22/04/22

Next review: update to open premises directions



1. Physical distancing and entry requirements

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant physical distancing guidelines to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Vaccination status and existing two-dose/three-dose mandates are required on entry for workers at the facility. • Shared work areas are only accessible to workers. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. 	<ul style="list-style-type: none"> • KLW will take all reasonable steps to ensure it continues to enforce the two-dose and three-dose vaccination mandate for its workers. 	Office Manager



2. Face Masks

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <ul style="list-style-type: none"> • You are no longer required to wear a face mask in most indoor settings, but wearing a mask remains recommended. <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • KLW will continue to recommend mask wearing when patrons of the facility are unable to socially distance themselves. 	Team Leader



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Regular routine cleaning of surfaces should be continued as a standard practice to prevent the build-up grime, dust, mould, and bacteria that can contribute to health issues</p> <p>Routine cleaning schedules, especially for frequently touched surfaces can be decided by the occupier by considering the building's usage and with reference to any industry specific legislation or standards.</p> <ul style="list-style-type: none"> • Businesses should regularly clean and disinfect shared spaces, including high touch communal items such as doorknobs and telephones. • Soap and hand sanitiser should be available for all workers, visitors and customers throughout the worksite and encourage regular handwashing. <p>For more information visit: coronavirus.vic.gov.au/covidsafe-workplaces#7-practise-good-hygiene</p>	<ul style="list-style-type: none"> • Staff have been requested to sanitise communal items before and after use with the provided sanitary and disinfectant wipes. • Signage around change rooms has been placed to instruct on how to wash and sanitise their hands correctly. • Staff have been provided information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker. 	<p>Team Leader</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<ul style="list-style-type: none"> • Cleaning checklists are located at each area where there is a change of team members between shifts with specified cleaning responsibilities. 	<p>Team Leader</p>
<p>You should allow appropriate ventilation and encouraging air flow from the outside to help reduce the risk of spreading COVID-19 in the workforce.</p>	<ul style="list-style-type: none"> • KLW will continue to improve airflow within the facility by using air conditioning in shared spaces and open windows and doors to breath fresh air into the facility. 	<p>Office Manager</p>



4. Record keeping

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<ul style="list-style-type: none">• KLV will continue to communicate that workers must get tested at the first sign of COVID-19 symptoms. If a worker who has tested positive for COVID-19 has worked in the premises during their infectious period, they must inform their workplace as soon as possible.• Communicate to workers that state and federal government financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.	Team Leader
<p>You must check evidence of their vaccination status in order for workers to continue working at the facility</p>	<ul style="list-style-type: none">• KLV keeps a record of all vaccinated staff to ensure that those who are not compliant with the vaccination mandate and requirements are not rostered to work or allowed into the facility to complete work.	Office Manager
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none">• To respond to a worker being notified they are a positive case or a close contact while at work <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<ul style="list-style-type: none">• Please see below KLV COVID-19 confirmed case response protocol.	Area Manager



5. Enclosed Spaces and Ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	<ul style="list-style-type: none">• Where possible make sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.	Office Manager