

Covid Safe Plan Key Requirements and Controls -Quick Reference



Sugarloaf Sailing Club Inc
 Reg. No. A0023112K ABN: 98 896 898 739
 676 Ridge Rd. Christmas Hills, Victoria 3775

Vic Gov Requirements	Sugar Loaf controls
Vaccine Status	
<p>Government Health Directions requires both Volunteers and Patrons to be fully vaccinated (2 doses of vaccine) to attend the Premises.</p>	<ul style="list-style-type: none"> • Covid Check In Marshal to be positioned at the entrance during opening hours and must sight vaccine status and check in • Service Vic and SSC QR code check in required • Vaccination or exemption evidence to be sighted each time • No evidence No entry • Vaccine registers to be maintained for duty crew. RDM to record sighting Vaccine record.
<p>No access to Volunteers or Patrons from regional Victoria</p>	<ul style="list-style-type: none"> • Members from Regional Victoria to be turned away until further easing of restrictions
<p>Ensuring Physical Distancing</p>	
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Main activities kept to external areas • Social Distancing Signage at “Sign in” hut, Club facility doors and beach shelter. • Duty crews to be briefed to ensure distancing is observed • RDM to actively intervene where non-compliance is observed • Single occupancy of Ute where practical. Masks on and windows down when dual occupancy • Rigging beach social distancing (Space to rig) • RDM and Members to ensure gathering limits are adhered to
<p>You must apply density quotient to configure shared work areas and publicly accessible</p>	<ul style="list-style-type: none"> • Access to the beach shelter is limited to support for disabled sailors and emergency use • Occupancy limits (4sqm Rule) for all enclosed spaces to be posted at entry points • Access to the club house restricted to Duty Crews only

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<p>spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square metre 	<ul style="list-style-type: none"> • Changing rooms currently closed
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. 	<ul style="list-style-type: none"> • RDM's briefed on requirements of the Covid Safety Plan and completed DHHS infection control training
	<ul style="list-style-type: none"> • Need for additional separation of groups onshore to be monitored by RDM and separation provided if required
<p>Wear a face covering</p>	
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<ul style="list-style-type: none"> • Suitable compliant and fitted face masks to be worn by all attending the premises (Unless exempt) • Suitable facemasks to be supplied to duty crews if required
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<ul style="list-style-type: none"> • External activities only. • Restricted club house use (Duty Crew only)
<p>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</p>	<ul style="list-style-type: none"> • No specific PPE beyond compliant face masks is required • Signage on how to wear a face mask to be posted at key locations
<p>Practise Good Hygiene</p>	

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<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. You should:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Key touch points such as door handles and toilet flush and taps etc to be cleaned as a minimum twice daily when the club is operational • Ute touch points to be wiped down after each change of driver
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • RDM to document when cleaning was done in RDM log
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Hand sanitiser and wipes to be available at the club house, beach shelter and Ute. • RDM to ensure soap is available at the toilet • Signage to be placed at key locations
<p>Keep records and act quickly</p>	
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • QR code check in required of all persons attending the Club • All Club Duty crews and participants will be required to self-declare no Covid symptoms (as per app sign in) • All persons accessing the club will be encouraged not attend the club if unwell and to get tested if presenting symptoms
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • 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 work place 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 	<ul style="list-style-type: none"> • Covid Safe Plan in place • Suspected case plans to Isolate, Transport, Close impacted areas and Seek advice in place. • Entry logs kept for contact tracing • Self-declaration and RDM monitoring of participants • Close and Clean plan in place • RDM to notify Covid Safety Coordinator • Duty crew Vaccine Status Register in place

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<p>infectious period</p> <ul style="list-style-type: none"> • 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 	
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • Sign in logs kept
<p>Avoid Interactions in Enclosed Paces</p>	
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Club house access restricted to Duty Crews • Limited access to the Beach shelter and changing room population density displayed on doors • Majority of club activity all outdoors • Social distancing and gathering limits observed on the Rigging Beach • Race Briefings to adhere to the gathering limits
<p>Create Workforce Bubbles</p>	

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<p>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.</p>	<ul style="list-style-type: none">● Duty roster in place with no consecutive duties (approx. 4 per year)● Duty Crew of 4 including RDM
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<ul style="list-style-type: none">● Duty records kept and RDM report