

COVIDSafe Plan



This plan has been developed to allow the club to safely reopen, maintain a COVIDSafe operation and be prepared for a suspected or confirmed case of coronavirus (COVID-19). Structure has been adapted from the templates and guidance issued by the Victorian State Government and addresses the COVIDSafe principles of:

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep records and act quickly if a member becomes unwell
5. Avoid interactions in enclosed spaces

This plan incorporates guidance from Rowing Victoria that was adapted for the Victorian rowing community. The actions in this plan have been developed to mitigate the introduction and spread of coronavirus (COVID-19) specific to the needs of the Melbourne Argonauts Rowing Club by the clubs Safety Officer.

This plan is made available online to all members of the club in the members resource hub www.melbourneargonauts.com.au/covid19 and in print at the club facility (upon request to the safety officer).

Adherence to the plan and instructions given by the Safety Officer and Committee is mandatory for all members and a condition of entry for all visitors to the club facilities, non-compliance could lead to membership suspension or reporting to the authorities.

Club name:	Melbourne Argonauts Rowing Club
Site location:	34 Lakeside Drive, Albert Park VIC 3206
Contact person:	Daniel Orlic
Contact person phone:	0421 123 807
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Version:	1.1

1. Ensure physical distancing

Requirements / Guidance	Action
You must ensure people are 1.5 meters apart as much as possible	<ul style="list-style-type: none"> • Limits applied on the number of people in attendance at the club at any one time as per the current government restrictions • Staggered start times for training sessions and session time limits (inc buffer period post session) applied • Floor markings, where appropriate, installed to designate areas • Outdoor training areas designated and signed to advise the public the maintain distance • Set out of boat trestles spaced to appropriately to maintain distance from other rowers and members of the public • Erg machines when in use outdoors to be spaced at least 1.5 mtrs apart • Waiting area outside the immediate entry to the sheds marked and signage installed • No high fives, hugs, kisses • Controlled & supervised by the safety officer
You must apply density quotient to configure shared areas and publicly accessible spaces	<ul style="list-style-type: none"> • Signage displayed at the entrance to all indoor spaces that clearly show the space's capacity limits • Boat shed, club rooms and passage ways reconfigured and cleared of unnecessary items to allow for maximum space for people to safely distance
You should provide training to members on physical distancing expectations while training and socialising	<ul style="list-style-type: none"> • 'Get In, Train, Get Out' approach adopted and promoted • Stay at home if unwell or have symptoms message reinforced with all members through online information sessions, at the time of booking training sessions, at sign in for training and various other communications • Messaging delivered during online information forums with members • Signage displayed prominently around the club to promote physical distancing, hand and cough hygiene, and to correctly sanitise and wear a face mask • Members website resource hub updated to include all COVIDSafe information including our procedures and links to the relevant government health resources and the current public health directions
Spectators and non-participants should not attend activities unless they have an essential role Protocols should be in place to restrict access to members and participants	<ul style="list-style-type: none"> • Spectators and non-participating members are not permitted to attend the facility or training sessions unless they are performing an essential role or caring for a participating member • All attendance is required to be booked using the online booking system • Safety Officer will monitor training sessions and if required politely ask members of the public to avoid the areas where participating club members are

2. Wear a face covering

Requirements / Guidance	Action
<p>You must ensure all people attending and entering the facility wear a face covering as per public health advice. This includes providing adequate face coverings and PPE to people who do not have their own</p>	<ul style="list-style-type: none">• All members and persons attending the club facilities and participating in club activities are required to wear a face covering in accordance with the public health advice and Government restrictions, unless a law exception applies• The only exemption that applies is for rowers (on-water in a boat, off-water on an erg machine) when participating in training which is strenuous exercise<ul style="list-style-type: none">• On-water: Mask is removed once seated in the boat, it should be stored in a plastic zip lock bag marked with the rowers name and kept in the rowers footwell for the duration of the session, mask must put back on before disembarking the boat• Off-water: Mask is removed once seated on the erg machine, it should be stored in a plastic zip lock bag marked with the rowers name and kept next to the erg, mask must put back on once erg workout is completed and the rower has returned to normal breathing, the rower must not leave the immediate area of their erg until their face mask is back on• Face masks are required at all other times including during boat handling & washing• Coxswains must wear a face mask at all times• Coaches must wear a face mask at all times• Spare face masks will be available in the event that a face covering is lost or damaged during a training session (i.e. in the event of a capsized) but persons attending the club are required to bring their own
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE</p> <p>You should inform members 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 immediately</p>	<ul style="list-style-type: none">• DHHS 'How to wear a face mask' posters displayed at the club & links provided online in the members resource hub

3. Practise good hygiene

Requirements / Guidance	Action
You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones	<ul style="list-style-type: none"> • Facility cleaning frequency increased to after each session • Travel path for high touch point cleaning includes; <ul style="list-style-type: none"> • Key & Key lock • Doors & door furniture - Boat shed, club room, change room foyer, bathroom • Light switches • Coxing equipment storage cabinet surfaces • Coaching equipment storage cabinet surfaces • Boat racking • Tools (seperate box for used tools & cleaned tools) • Buckets & Hose (inc tap and nozzle) • Cleaning product bottles & towel dispensers • Cleaning of all equipment used in a training session is cleaned and sanitised after each use and before returning equipment to storage • Removal of shared pens and markers for member use • Doors will be secured in the open position where appropriate to reduce the need to touch doors (cleaning still required regardless of secured open or not)
You should display a cleaning log in shared spaces	<ul style="list-style-type: none"> • Cleaning log displayed at the entry to the boat shed, ticked off by the safety officer at each clean
You should make soap and hand sanitiser available for all members and visitors throughout the club and encourage regular handwashing	<ul style="list-style-type: none"> • Hand sanitiser available at the entrance / exit to the facility and to the club rooms • All members / visitors at the facility are encouraged to clean & sanitise hands on arrival, before and after training and as required in between • Bathroom facilities will be maintained with supplies of soap and paper towel and appropriate bins for waste disposal • Signage on the recommended procedures for good hygiene displayed around the facility
Ensure cleaning of boats, oars and all training related equipment	<ul style="list-style-type: none"> • Cleaning procedures developed for: <ul style="list-style-type: none"> • Boats • Oars • Coxswain equipment (coxbox, coxbox microphone, strokecoach, lights) • Coaching equipment (megaphone, bikes) • Cleaning is completed according to the relevant procedure by the user of the equipment • All procedures communicated to members, posted at the boat shed and available online in the members resource hub • Adherence to the procedures supervised by the safety officer
Ensure adequate supplies for cleaning and sanitation	<ul style="list-style-type: none"> • Bulk supply of cleaning and sanitation equipment maintained on site • Safety officer to check stock levels after each training session and reorder at the minimum stock level point.

4. Keep records and act quickly if a member becomes unwell

Requirements / Guidance	Action
<p>You must support members to get tested and stay home even if they only have mild symptoms</p>	<ul style="list-style-type: none"> • Clear message in communications and online members resource hub that members must not attend training if feeling unwell or have symptoms, and to, if appropriate, get tested • Support is offered to members if they are required to isolate and assistance is required that the club can safely provide
<p>You must develop a contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a member being notified they are a positive case while at the club facility, noting members who show symptoms or have been in close contact should NOT attend the club facility until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the club during their infectious period • Having a plan in place to clean the club (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 facility • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your club facility once agreed by DHHS and notify workers they can return to work 	<ul style="list-style-type: none"> • In the event of a member notifying the club that they are a positive case the club will immediately suspend booking of training sessions and suspend attendance to the club facility while an investigation is undertaken and the chain of communication is followed • Club Safety Officer will manage the investigation, communications and risk assessment process along with existing club procedures relating to injuries, including the reporting of the positive case to WorkSafe Victoria • Records of attendance will be reviewed to identify the close contacts of the positive case and contact made with each of those people to notify them and advise them to monitor symptoms and get tested, these people will also be advised they are not permitted to attend the facility until they receive their test results and further instructions from the health authorities • Records of equipment usage reviewed and compared with attendance records to identify which areas and assets were used by the positive case, these areas and assets will be isolated from club members, members of the public and other boat house tenants • Identified areas and assets will be deep cleaned as per health authority guidance, this may include a full club and asset clean if a risk assessment determines this is required • DHHS guidance and instructions will be followed and implemented through out • Information requested by DHHS or other government authorities for the purpose of managing an outbreak will be prioritised and provided • Mass communication systems are in place to quickly notify all club members of the situation via email with the ability to track delivery and opening of communications • Follow up phone calls to identified close contacts to confirm delivery and understanding of communications and welfare checking • If the club facility is instructed to close by DHHS, it will only reopen once approved to do so following the successful completion of all actions; reopening will include communications to all members of the steps taken and advising of them of the reopening dates and process, booking system will be reactivated, COVIDSafe plan will be continue to be in effect with any updates to it that were triggered from the close communicated to all stakeholders • Contact information and the reporting process that members are to follow is displayed at the facility with signage and also online in the members resource hub that
<p>You must keep records of all people who enter the club facility for contact tracing</p>	<ul style="list-style-type: none"> • Victorian Government QR Code Service has been setup and implemented, this replaces the previous system of check-in via our internally built and managed sign-in • Location Codes are setup for our training facility, with event specific codes setup as required, managed by the Club Safety Officer • QR code signs displayed at the entry to, and through out, the facility to prompt check-in and provide easy access to check-in • Session safety officers will remind and check that all attendees have used the app to check-in

5. Avoid interactions in enclosed spaces

Requirements / Guidance	Action
You should reduce the amount of time people are spending in enclosed spaces	<ul style="list-style-type: none"> • 'Get In, Train, Get Out' approach adopted and promoted • Members are encouraged to arrive to training prepared and ready to train • Outdoor activity is promoted as the preference (i.e. ergs outdoors rather than indoors even) • Access indoors is permitted as per COVIDSafe Settings and adjusted as required when the Vic Gov update the settings
Enhance airflow by opening windows and adjusting air conditioning; where possible	<ul style="list-style-type: none"> • Safety Officer (session designated) to open boat shed doors completely at the start of a training session and remain open for the duration of the training session and while people are inside the facility • Safety Officer to open club room doors and turn on the exhaust fans at the start of a training session and remain open/on for the duration of the training session and while people are inside the room • Bathroom window adjusted to a fixed open position
Prepare to manage multiple tenants in the one club house	<ul style="list-style-type: none"> • Facility operation plans communicated to other tenants • Communication with other tenants to understand their facility usage and agree on shared facility procedures

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the rowing club or school.

Name : _____

Signed : _____

Date : _____