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| COVIDSafe Plan  |
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*Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Business name: Whitehorse Chevaliers Fencing Club

Site locations: Durkin Hall, St John’s Primary School, 490 Whitehorse Road, Mitcham

 Nunawading Community Hub, 94 Springvale Road, Nunawading

 Olinda Community Hall, 69 Olinda-Monbulk Road, Olinda

Contact person: Cathi Walker or Lisa Lagergren

Contact person phone: 0412 247 526 (Cathi Walker), 0450 556 330 (Lisa Lagergren)

Date prepared: 5 February 2021

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available. | *The club will have hand sanitiser dispensers at the entry to the training venues. The venues have cleaning supply kits for cleaning surfaces touched during attendance.**All participants and spectators will be required to sanitise their hands on arriving at and departing from the venue, using an alcohol-based hand sanitiser.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | *Doors to the venue will be kept open where possible during sessions, to maximise airflow.* |
| In areas or workplaces where it is required, ensure everyone wears a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to all that do not have their own.  | *All fencers, coaches and spectators are required to wear a fitted face mask as per current public health advice. Attendees will be kept up-to-date regarding changes in mask wearing rules.* |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | ***All coaches have completed online COVID-19 online training*** ***https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training*** |
| Replace high-touch communal items with alternatives.**Eg. disposable cups – encourage personal drink bottles.****BYO pens** | *All fencers and other attendees (e.g. coaches) are required to bring their own water bottle(s).**As per state government advice, sharing of equipment will be kept to a minimum, and all equipment will be cleaned and disinfected between use. Club members who do not own their own equipment will be lent a set for their exclusive use; beginner kits will be cleaned between sessions.**Equipment such as spool boxes and scoring sets will be set up by coaches, and cleaned before and after use with anti-bacterial wipes or spray.**The scoring remote will be wiped down with anti-bacterial wipes between users, as well as at the beginning and end of each sessions.* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Cleaning** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | *High touch surfaces will be cleaned by the venue before use for fencing, and by club officials upon exit. Attendees will be required to clean surfaces used (e.g. seating) before exiting the building, with cleaning kits provided.****Changerooms & showers can be used ONLY if permitted by both current health advice and individual venue rules.*** |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *The club will provide hand sanitiser and anti-bacterial wipes at all sessions, for hand sanitising and cleaning high touch surfaces; the venue also will provide kits of cleaning products.* |

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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can and/or must work from home, do work from home.** **Zoom sessions may continue to provide an alternative to face to face classes**  | *In the event of temporary venue closure, Zoom training will be provided.* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.****Coaches working at different sites must be vigilant and strictly adhere to personal hygiene measures & record keeping** | *Any coaches who attend different sites will not be attending different sites on the same day; and are required to undertaking careful hand sanitising and to keep note of what sites are attended on what dates and times.* |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.**  | ***Temperature checks are to be done upon arrival.*** ***All coaches and athletes are subject to the rule: If you are unwell, do not attend.*** ***If anyone is unwell, they are required to be tested and must self-isolate between testing and results.*** ***If tested positive, must self-isolate as per CHO guidance & inform all club contacts & FV immediately.*** *In addition, fencers, coaches and spectators must not attend, if in the last 14 days they have had contact with a known or suspected case of COVID-19.* |
| **Configure communal areas and publicly accessible spaces so that:** * **there is no more than one person per four square metres of enclosed space**
* **attendees are spaced at least 1.5m apart**
* **there is no more than one member of the public per four square meters of publicly available space.**

**Also consider installing screens or barriers.** | *Online sign-ups are in use to ensure that density requirements are met.**As per state government requirements, participants, volunteers, organisers and spectators will be kept 1.5 metres apart as much as possible.* |
| **Use floor markings to provide minimum physical distancing guides (particularly in areas that are likely to create a congregation)****Use floor markings for bags – encourage bags to be contained and closed** | *Bags must be placed at least 1.5 metres apart.**Fencers will be spaced at a distance of at least 1.5 metres during warm ups and footwork where possible.**All gear must be stored in or on bags – e.g. hoodies cannot be left on the floor.* |
| **Modify the alignment and spacing of athletes (spread out during footwork sessions)** **No ‘Fleche’ rule****No Shaking hands or ‘high-fives’** | *Training routines and exercises for warm-ups, footwork, conditioning etc. have been modified to allow during these aspects of training where possible.**Shaking hands at the end of a bout or lesson will be replaced by saluting.**No fleching will be allowed during epee bouts.* |
| **Minimise the build-up of people waiting to enter and exit. Set entry and exit times, allowing time in-between** | *Where there are multiple doors in venues, entry will be through the standard entrance and exit will be through the back door, to minimise contact.* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | ***Fencing coaches and volunteers have completed online COVID-19 training*** ***https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training*** |
| Review delivery protocols to limit contact between delivery drivers and staff. | *n/a* |
| Review and update rosters and timetables where possible to ensure temporal as well as physical distancing. | *n/a* |
| Ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | *Attendee sign-ups will be capped to ensure that the four square metre rule is not exceeded.**The venue is not open to the general public.* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** |
| **Establish a process to record ALL attendance. This information will assist in identifying close contacts.**  | *Fencers will be checked off in an attendance book.**All attendees will need to sign in via both the venue attendance book and using the club QR code.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | ***Clubs are required to report breaches to the Operations Manager (off-site)*** ***operations@fencingvictoria.org*** |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case**  |
| **Prepare or update your continuity plan to consider the impacts of an outbreak and potential closure.** | *If there is an outbreak and closure of the venue, sessions will be temporarily be replaced by Zoom training.* |
| **Prepare to identify close contacts and providing all records to support contact tracing.****Club CovidSafe coordinator may be advised to assist with contact tracing** | *If there is a suspected or confirmed COVID-19 case, online and physical attendance records will be provided to the DHHS to assist with contact training. The club has a COVIDSafe Coordinator who will also be available to assist with contact tracing.* |
| **Prepare to assess whether the entire facility or parts thereof must be closed. Prepare to undertake cleaning and disinfection at your premises.**  | *The venue owner will decide whether the sports hall is to be closed if there is a suspected or confirmed case affecting the venue in any way, and will notify the club, and undertake deep cleaning and disinfecting.* |
| **Prepare for how you will manage a suspected or confirmed case** | *Online and physical attendance records will provide the information necessary to respond to a confirmed case and to provide the necessary notifications (see below).* |
| **Prepare to notify athletes, members and site visitors (including close contacts)** | *All fencers, coaches and spectators will be contacted by the COVIDSafe Coordinator by phone, and also by email from the Club President, if there is a suspected or confirmed case.* |
| **Prepare to immediately notify DHHS if you have a confirmed COVID-19 case at your venue.** | *The DHHS and Fencing Victoria will be notified immediately if there is a confirmed case at the venue.* |
| **Prepare to re-open once agreed by DHHS and notify members they can return.** | *In the event of a temporary closure, once the DHHS and the venue owner have decided that the site can re-open, members will be notified that they can return.* |

Signed 

Name: Catherine Walker

Date: 5 February 2021

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.