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

Contact person: Cathi Walker

Contact person phone: 0412 247 526

Date prepared: 4 November 2020

| **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 hall. The venue has cleaning supply kits for cleaning surfaces touched during attendance. A soap dispenser and automatic hand dryer are available in the toilets.*  *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. | *Front and back doors to the venue will be kept open 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 parents are required to wear fitted face masks except when exercising; unless they are aged less than 12 or have another lawful exception.* |
| 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).*  *Sign ups will be done online by participants, with any non-fencer attendees required to bring their own pens.*  *There will be no sharing of equipment; fencers who do not own their own equipment will be lent a set for their exclusive use.*  *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 are NOT to be used*** |
| 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 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.*** |
| **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.** | | ***For U18s – A MAXIMUM of 1 adult may remain in the venue – socially distanced***  ***Chairs have been marked and reduced in number to enforce spacing of attendees.***  *Online sign-ups will be used to ensure that density requirements are met.* |
| **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.*  *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 ensure that fencers are spaced out during these aspects of training.*  *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** | | *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 (only one session each day)* |
| 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.** | | *All attendees will be required to sign up online prior to attending.*  *Fencers will be checked off in a sign-in book.*  *Any parents staying with their child will also need to sign in.* |
| **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***](mailto: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 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: 4 November 2020

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