# MASTERS SWIMMING AUSTRALIA
# COVID Safe Plan NOV 2020

# About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support MSA to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

**In order to be compliant with public health direction:**

- MSA has developed a COVIDSafe Plan.

- This COVIDSafe Plan has been developed in consultation with the MSA Board and the relevant Health and Safety information outlined in https://www.dhhs.vic.gov.au/coronavirus.

- MSA in conjunction with completing the COVIDSafe Plan, will adhere to the obligations under the Occupational Health and Safety Act 2004.

- MSA will comply with a request to present or modify our COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

# MSA COVIDSafe Plan

The MSA COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

The MSA COVIDSafe Plan will be reviewed and updated routinely, and when restrictions or public health advice changes.

# 1. Ensure physical distancing

| Requirements | Action Examples |
| --- | --- |
| Workers and visitors must stay 1.5 metres apart wherever possible. | Rearrange or remove furniture to comply with physical distancing. |
| Follow the density quotient: allow only one worker per four square meters of enclosed workspace | Display signs at the entrance to show patron limits |
| Train staff to follow physical distancing rules and car-pooling restrictions | Stagger seating to allow your staff to maintain their distance |
| Allocate different doors for entry and exit to minimise queues, where possible. | Mark the floor or install barriers to direct customer flow and help everyone stay 1.5 metres apart where possible |
| Minimise the number of workers who come to the MSA office | Make sure the only staff at work are those who need to be there |
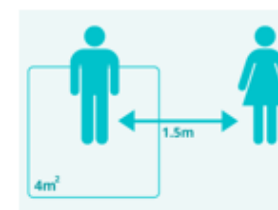
## 2. Wear a face mask

| Requirements | Action Examples |
| --- | --- |
| Ensure all workers and visitors wear an approved face mask. | Display signs to encourage anyone entering to wear an approved mask.<br><br>An approved face mask has at least two layers. |
| Provide staff with a face mask if they do not have one. | You can buy affordable disposable or reusable masks in most supermarkets and online. |
| Train staff in how to correctly fit, use and dispose of their face masks and PPE. | Lead by example - make sure your mask is fitted and always covers your nose and mouth.<br><br>Staff must not remove their masks to talk to people in the office or on the phone |
| Install screens and barriers where relevant. | Help to prevent infection by installing plastic barriers if necessary |

# 3. Practise good hygiene

| Requirements | Action Examples | |
|---|---|---|
| Provide hand sanitiser, soap and handwashing facilities for staff and customers | Use hand sanitiser and sanitise anything you touch that others might touch | |
| Regularly clean and disinfect shared spaces and frequently touched surfaces. | Clean frequently touched surfaces (such as door handles, handrails, shelves, counters, touch screens and shared work equipment) with disinfectant | |
| Regularly clean between shifts and display a cleaning log in shared spaces. | Clean regularly, with detergent or disinfectant. Monitor your cleaning supplies and restock regularly | |
| Replace high-touch communal items with hygienic alternatives. | Use single-use or contactless options, (for example, disposable cups) | |

# 4. Keep records and act quickly if workers become unwell

| Requirements | Action Examples |
|---|---|
| Support workers to get tested and stay at home if they are unwell – even if their symptoms are mild. | Advise your staff that financial support is available if they cannot work while waiting for results. |
| Have a contingency plan ready in the event of a worker testing positive to coronavirus (COVID-19) in your business. | Process established to notify workers, close contacts, DHHS, WorkSafe and MSA health and safety representative about a positive result. |
| Keep records of everyone who enters your business. | MSA administrator to log people in/out of the office. |
| Contact DHHS and notify WorkSafe Victoria on 13 23 60 if someone at your business tests positive to coronavirus (COVID-19). | Measures in place to clean the workplace in the event of a positive case. |

# 4. Keep records and act quickly if workers become unwell

Masters Swimming Australia - Covid-19 'Return to Work' Measures have been developed to respond quickly if a worker tests positive. This will be kept up to date.

This includes:

- A process for notifying workers and close contacts

- A process for cleaning

- MSA Administration will contact DHHS, conduct the DHHS risk assessment, and provide close contact details

- A process for notifying WorkSafe Victoria

- A plan for closing the business if required

- A plan for reopening the business and notifying workers

- A process for confirming the worker is safe to return to work

## 5. Avoid interactions in enclosed spaces

| Requirements | Action Examples |
|---|---|
| Reduce the time workers spend in enclosed spaces. | MSA to hold meal breaks and meetings outdoors when possible. |
| Work outdoors when possible, including meetings. | MSA to set up outdoor meetings where feasible. |
| Increase the airflow in your workplace with open windows and doors | At the start of every workday, MSA staff will open all windows and doors where possible |
| Ensure air-conditioning systems are on fresh not recycled air (including in vehicles) | Look for symbols like these on your aircon and in your vehicle |

## 6. Create workforce bubbles

| Requirements | Action Examples |
|---|---|
| When rostering, don't overlap workers during shift changes | Maintain 'bubbles' for MSA staff by ensuring minimum 1-2 in the office at any one time |
| Keep groups of workers rostered on the same shifts at a single worksite. | Each day, stagger break times to avoid crowding common areas and/or in the office |
| Keep records of workers who disclose they reside with another worker. | Not applicable |
| Maintain records of all workers who have more than one employer across more than one worksite. | Limit the number of workers working across multiple businesses when possible. |

# What to do if you are showing symptoms of coronavirus (COVID-19) at work

Go home and do not go to work

Get tested

Financial support is available while you wait for test results

Only return to work once you have received a negative test result

## What should MSA do if a worker tests positive for coronavirus (COVID-19)

Notify close contacts

Do a comprehensive clean

Notify Worksafe Victoria 13 23 60

Notify DHHS and seek advice 1800 675 398

## Financial support for Victorian workers

Financial support is available to Victorian workers who are waiting for test results or self-isolating.

The **$450 Coronavirus (COVID-19) Test Isolation Paymen**t supports Victorian workers, including parents and guardians, who are required to self-isolate while waiting for the results of a coronavirus (COVID-19) test.

The **$1500 Coronavirus (COVID-19) Worker Support Payment** is now offered through the Commonwealth Government's Pandemic Leave Disaster Payment for Victoria.

https://www.dhhs.vic.gov.au/covid-19-worker-support-payment