

Aligned Leisure | COVID-19 Safe Plan

Last Updated 23 November 2021



Document Title	Prepared By	Original Date Prepared
Aligned Leisure COVID-19 Safe Plan	Simon Bryson, Group Operations Manager	04/08/2020
Last Reviewed	Details of Changes	Next Review Date
23/11/2021	Updated to align with Phase D of the National Plan	31/03/2022

Background | Why have we created this plan?

The health and safety of our people, both staff and customers, has always been at the forefront of our operations. As we continue to navigate the challenges faced by the current COVID-19 health alert, our focus on safety has continued to remain at its highest. The Aligned Leisure COVID-19 Safe Plan has been developed to demonstrate the measures, controls and processes in place to support a safe environment for our customers, staff and visitors across our organisation, and is updated as advice changes.

The plan has been based on the six COVIDSafe principles of:

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep electronic records and act
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

Responsibilities | All Aligned Leisure staff are responsible for supporting a safe environment for all and in line with this plan, and the Aligned Leisure COVID Safe Training or COVID-19 Return to Work Training Program.

All worksites must have at a minimum one (1) COVID-19 Safety Marshal on duty at all times, with the exception of locations with health clubs/gyms which will have two (2). The role of the COVID-19 Safety Marshal is to ensure that all aspects of this plan are appropriately implemented, monitored and followed during their shift time and in line with our COVID-19 Safety Marshal position description.

During all staffed hours, all worksites must also have a dedicated COVID-19 Check-In Marshal on duty at all times. This person must be based at the facility's entrance (or reception area) and is responsible for ensuring that every effort is made to have all visitors follow the correct check-in protocol.

Applicable to | All Aligned Leisure operated locations

1. Ensure Physical Distancing |

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure workers and visitors are 1.5 metres apart as much as possible.	<ul style="list-style-type: none"> • Social distancing signage has been installed at all facilities in communal work areas and publicly accessible spaces, with a focus on areas where people are likely to congregate • A Crowd Management Control Plan is in place at all facilities • Staff are trained as COVID-19 Safety Marshals, which includes specific training on managing crowds
Minimise the build-up of people waiting to enter and exit the workplace.	<ul style="list-style-type: none"> • Efficient processes are in place at reception to reduce the amount of time needed for visitors to gain entry into a facility including membership tag scanners, turnstiles and extra staff on duty during peak periods • Scheduling of group fitness classes and bookings (including sports training and competition) has been designed to ensure appropriate time between sessions
Provide training to workers on physical distancing expectations while working and socialising.	<ul style="list-style-type: none"> • Training is provided to all staff on physical distancing expectations while working and socialising as part of our COVID Safe Training

2. Wear a Face Covering |

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure all workers and visitors entering the worksite wear a face covering as per public health advice.	<ul style="list-style-type: none"> • Face masks to be worn at all times when relevant Government advice requires them to be worn • Disposable masks (and gloves when required) are made available at all facilities for staff
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.	<ul style="list-style-type: none"> • Training is provided to all staff on the correct use of face masks and hygiene practices as part of our COVID Safe training

3. Practice Good Hygiene |

Guidance	Action to mitigate the introduction and spread of COVID-19
Clean and disinfect shared spaces at least twice per day, including high-touch communal items such as door knobs and telephones.	<ul style="list-style-type: none"> • Communal items and areas (both public and staff only) are cleaned in line with each facility's specific systematic cleaning schedule • Where communal equipment is provided, a systematic cleaning process is in place to ensure appropriate cleaning and disinfection in line with relevant Government advice
Clean surfaces with appropriate cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • Adequate cleaning supplies are on-site at all facilities, with ongoing supply arrangements in place with Aligned Leisure's contracted cleaning supplier • Training is provided to all staff on COVID-19 cleaning protocols
Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.	<ul style="list-style-type: none"> • Contactless transactions are encouraged at all facilities (where possible) • Tap and go terminals are available for payments • Hand sanitiser stations are installed in locations where communal items must be touched/used
Clean between shifts.	<ul style="list-style-type: none"> • Systematic cleaning of all areas is conducted in line with each facility's specific systematic cleaning schedule.
Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	<ul style="list-style-type: none"> • Hand sanitiser stations are made available at all entrances and key areas throughout our facilities, including hand basins • Hand hygiene signage is displayed at all wash basins (in both public and staff only areas) • Appropriate hand washing and sanitising procedures are demonstrated to all staff as part of our COVID Safe Training

4. Keep Electronic Records and Act Quickly |

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Support workers to get tested and stay home even if they only have mild symptoms or have been identified as a close contact.</p>	<ul style="list-style-type: none"> • All staff have completed COVID Safe Training. • As part of this training, staff are advised of the symptoms of COVID-19, and advised to remain at home, even if symptoms are mild. • As part of this training, staff are also advised of what to do if they have been identified as a close contact. • Staff who remain home due to illness with COVID related symptoms or due to being identified as a close contact are encouraged to seek medical advice and are not permitted back at work until a negative COVID test result has been returned or if cleared by a medical practitioner (with signed evidence provided by way of a medical certificate) • Through our COVID Safe Training, staff are made aware of their leave entitlements if they are sick or required to self-isolate
<p>Develop a business contingency plan to manage suspected, potential or confirmed COVID-19 Exposure, that considers:</p> <ul style="list-style-type: none"> • A plan to respond to a work being notified that they are a positive case • Identifying close contacts in the workplace • Cleaning protocols following exposure • A plan for notifying DHHS, Worksafe and other relevant authorities are required • A risk assessment process for responding to suspected, potential or confirmed exposure • Closing and reopening a facility or area if instructed by the DHHS 	<ul style="list-style-type: none"> • Refer to Aligned Leisure's: <ul style="list-style-type: none"> ○ <i>Exposure Response Plan</i> ○ <i>Corporate Risk Assessment - Infectious disease connection to a community leisure facility</i>
<p>You must use the relevant State Government QR Code Service to check-in all workers, customers and visitors, with a COVID-19 Check-In Marshal at all public entrances when a facility operates.</p>	<ul style="list-style-type: none"> • During all staffed hours of all sites, a dedicated COVID-19 Check-In Marshal is on duty. The Check-In Marshal is responsible for ensuring that every effort is made to have all visitors follow the correct check-in protocols. • Contract tracing for all Victorian sites is captured through the Government's Services Victoria App and for our NSW sites through the Service NSW Contact Tracing App for all visitors, including members, staff, casual visitors, contractors and other guests. This is accessible via QR code on the person's personal device where possible, with staff able submit details on behalf of visitors who are unable to scan the code. • In addition to the above, employees at any Caulfield Grammar sites must also check-in using the school's electronic checking system. • With the exception of staff, all visitors must show evidence of signing-in to a team member prior to entry. • Outside of staffed hours (24/7 Gym access) signage is in place upon entry to advise customers of QR code entry requirements. As an additional protocol, visitor information is also captured through their membership tag which is scanned upon entry.

4. Keep Electronic Records and Act Quickly | Continued from previous page

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Mandatory vaccination requirements in place based on relevant State Government direction.</p>	<ul style="list-style-type: none"> • Vaccination requirements for all Aligned Leisure employees, customers and other on-site visitors comply with the relevant State Government Directions. <p>Employees:</p> <ul style="list-style-type: none"> • Vaccination Information of all employees is captured through an online form and submitted to our People and Compliance Team for processing • This form captures: <ul style="list-style-type: none"> • The vaccination status of the employee (Fully vaccinated, partially vaccinated, unvaccinated or exempt) • Date/s of any future vaccination bookings • All forms are processed through our time and attendance system, restricting the ability to roster employees who do not meet the vaccination requirements relevant to their location and proposed shift date. • As secondary systems, all vaccination information is also stored against the employee’s staff file and on a site-specific central database. • Staff who do not meet the vaccination requirements set out in the relevant Government direction are not permitted to work on-site. <p>Customers and other on-site visitors (General Areas):</p> <ul style="list-style-type: none"> • NSW Sites: Vaccination Information of all customers and on-site visitors aged 16 years or older must be sighted prior to entry to a facility by an Aligned Leisure employee to show that they are fully vaccinated or exempt. • Victorian Sites: Vaccination Information of all customers and on-site visitors aged 12 years and 2 months or older must be sighted prior to entry to a facility by an Aligned Leisure employee to show that they are fully vaccinated or exempt. • Customers and on-site visitors who are partially vaccinated, unvaccinated or cannot provide appropriate Vaccination Information will be refused entry. <p>Customers and other on-site visitors (Unstaffed Hours):</p> <ul style="list-style-type: none"> • Customers wishing to access a facility during unstaffed hours must complete Aligned Leisure’s Pre-Registration Patron Process prior to accessing the facility. • As part of this process, the customer’s vaccination information must be sighted and recorded by an Aligned Leisure employee before their unstaffed hours access is granted. • Access will only be granted to persons who are fully vaccinated or exempt. • Unstaffed hours access will be granted via a membership tag allocated to the specific individual upon meeting the above requirements and must not be shared with others. • Signage is in place at all unstaffed hours entrances to advise customers of the above requirements. <p>Exemptions for School based activities (Victoria only):</p> <ul style="list-style-type: none"> • Students attending for school-organised activities with a teacher present are not required to meet the vaccination requirements in line with the current Open Premises Directions. <p>Customers and other on-site visitors (Community Sport in Victoria):</p> <ul style="list-style-type: none"> • Where a space is being used solely for the purpose of community sport, exemption to the vaccination requirements of the facility may be applied in line with relevant Government advice.

6. Avoid Interactions in Enclosed Spaces |

Guidance	Action to mitigate the introduction and spread of COVID-19
You should reduce the amount of time workers are spending in enclosed spaces.	<ul style="list-style-type: none">• Where possible and practical, meetings are held in larger spaces or meeting rooms to avoid close interaction in smaller office spaces

7. Create Workforce Bubbles |

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<ul style="list-style-type: none">• Updated roster protocols to use site specific direct service teams across sites (where possible)• Training provided to all Heads of Department on rostering protocols

References |

- Refer to Aligned Leisure's:
 - *Exposure Response Plan*
 - *Corporate Risk Assessment - Infectious disease connection to a community leisure facility*
 - *COVID Safe Training Checklist*
 - *COVID Safe Training Agenda*
 - *COVID Safety Marshal Position Description*
 - *COVID Safety Marshal Training Agenda & Checklist*
 - *Systematic Cleaning Schedules*
 - *Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment*
 - *Aligned Leisure's – Crowd Management Control Plan*