

Aligned Leisure | COVID-19 Safe Plan

Last Updated 5 May 2022



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
05/05/2022	Updated to align with easing of restrictions and new Victorian COVID Safe Plan template	30/10/2022

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.

Responsibilities | All Aligned Leisure staff are responsible for supporting a safe environment for all and in line with this plan.

Applicable to | All Aligned Leisure operated locations.

Document how you will manage a COVID-19 case at your business

A Case Management and Contact Protocol is in place which has been developed based on current Government advice and directions. The Protocol outlines the testing, isolation and evidence requirements of staff who have either:

- Tested positive to COVID19
- Been identified as a household contact
- Been identified a social contact
- Are symptomatic

Guidance	Action to mitigate the introduction and spread of COVID-19
Do your workers know to get tested and isolate at the first sign of symptoms?	<ul style="list-style-type: none">Staff are advised of the symptoms of COVID-19, and to remain at home and test, even if symptoms are mild.Staff are made aware of their leave entitlements if they are sick or required to self-isolate.
Who will identify workplace contacts?	<ul style="list-style-type: none">In consultation with the impacted staff member, their respective Head of Department, Head of People and Compliance or Leisure Manager will identify workplace contacts through interviews and published rosters.
Who will notify workplace contacts and advise on actions to follow?	<ul style="list-style-type: none">The respective Head of Department, Head of People and Compliance or Leisure Manager of the impacted staff member will contact workplace contacts in line with the Aligned Leisure Case Management and Contact Protocol.
Who will notify your health and safety representative?	<ul style="list-style-type: none">The respective Leisure Manager of the impacted staff member (or their delegate) will ensure all relevant staff, including the contract specific Health and Safety Representative are notified of the positive case.
Who will document the actions taken?	<ul style="list-style-type: none">The respective Head of Department, Head of People and Compliance or Leisure Manager of the impacted staff member will record relevant actions and details in line with the Aligned Leisure Case Management and Contact Protocol.

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Who will notify the Department of Health when required?	<ul style="list-style-type: none"> The respective Leisure Manager of the impacted staff member (or their delegate) will ensure the Department of Health is notified of the positive case when required and in line with the Aligned Leisure Case Management and Contact Protocol.
What will your business do if you or your workers need to isolate?	<ul style="list-style-type: none"> Rostered staff – A suitable shift cover will be arranged to support the impacted staff member to remain in isolation. Non rostered staff – Will be supported to work from home (if fit, healthy and self-declared as being able to work) or their workload will be reallocated to another suitable staff member.
Where practical, consider rostering workers into groups (workplace bubbles).	<ul style="list-style-type: none"> Updated roster protocols are in place to use site specific direct service teams across sites (where possible). Training provided to all Heads of Department on rostering protocols.

Make sure workers meet the vaccination requirements to work outside their home

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>To work on-site, many workers need to provide evidence to their employer that they meet the vaccination requirements or have a valid proof of medical exemption.</p> <p>If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.</p> <ul style="list-style-type: none"> Who will check the vaccination status of your workers? How will you manage the records of vaccination status? If your business operates across multiple sites, how will the records be managed — centrally or by location? 	<ul style="list-style-type: none"> Vaccination requirements for all Aligned Leisure employees comply with our internal COVID19 Vaccination Policy. Vaccination Information of all employees is captured centrally 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 (Three doses, two doses, 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 Policy are not permitted to work on-site.

Make sure customers check-in and are vaccinated if required

Guidance	Action to mitigate the introduction and spread of COVID-19
Where required, businesses must display appropriate Victorian Government QR code posters at the workplace.	Not required at any Aligned Leisure facility in line with current relevant State Government advice.

Record Keeping

Guidance	Action to mitigate the introduction and spread of COVID-19
Some workplaces are required to keep records of worker and visitor attendance.	Not required at any Aligned Leisure facility in line with current relevant State Government advice.

Wear face masks to reduce the risk of COVID-19 transmission

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Ensure all workers follow the current face mask requirements.</p> <ul style="list-style-type: none"> Do workers know the face mask requirements for your business? Who will make sure workers understand how to wear face masks correctly and when they need to wear them? If required, who will provide workers with face masks? Masks should be worn for up to four hours and replaced after this time. 	<ul style="list-style-type: none"> Face masks to be worn at all times when relevant Government advice requires them to be worn. Face mask requirements are communicated to all staff via internal messaging platforms by the relevant Head of People and Compliance, Leisure Manager or Head of Department, including information on: <ul style="list-style-type: none"> The location of disposable masks (and gloves when required) made available at all facilities for staff Encouraging the change over of disposable face masks after four hours of use

Improve indoor air quality

Guidance	Action to mitigate the introduction and spread of COVID-19
Can doors and/or windows be opened?	<ul style="list-style-type: none"> Where possible and practical, windows and doors are open during operating hours.
Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	<ul style="list-style-type: none"> Where possible and practical, wall mounted and portable fans are used in health club, group fitness and aquatic environments.
Do you regularly service your HVAC systems including upgrading filters?	<ul style="list-style-type: none"> A preventative servicing schedule is in place at all facilities to ensure that HVAC systems are appropriately maintained on a regular basis.

Practise physical distancing

Guidance	Action to mitigate the introduction and spread of COVID-19
How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms)?	<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. 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.

Practice Good Hygiene

Guidance	Action to mitigate the introduction and spread of COVID-19
Clean surfaces and shared spaces 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 cleaning protocols
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)

References |

- Refer to Aligned Leisure's:
 - *Corporate Risk Assessment - Infectious disease connection to a community leisure facility*
 - *Aligned Leisure's – Crowd Management Control Plan*
 - *COVID19 Case Management and Contact Protocols January 2022*
 - *Aligned Leisure's COVID19 Vaccination Policy*