

BSL COVID Safe Plan

Business Name: *Borough Club*

Site Location: *2-4 High Street Eaglehawk*

Contact Person: *Chief Operations Officer*

Phone: 0432 125 462

Last Updated: 7/1/2022



Requirements	Actions to control the transmission of Coronavirus COVID-19
Practice good hygiene	
Provide hand sanitiser stations upon all entries and throughout the venue at various locations.	<ul style="list-style-type: none"> • Hand sanitiser made available at point of entry for staff, patrons, and contractors • Adequate supply of hand soap, paper towel or dryers are in all areas.
Enhance air flow within the venue where possible by opening windows and adjusting internal airflow devices.	<ul style="list-style-type: none"> • Whilst the arena is in use, an evaporative air conditioning system with 100% outside air is utilised. • Where possible, doors to remain open to assist air flow • Establish various entry and exit points to maximise air flow • All the above must comply with Fire Regulation or Security measures internally.
Ensure staff wear appropriate PPE when required.	<ul style="list-style-type: none"> • Masks must be worn indoors and may be removed once seated and consuming food and beverages • Face masks are strongly recommended when social distancing cannot be maintained. • The venue maintains a sufficient supply of masks and other PPE • COVID tubs are placed in various locations stocked with appropriate PPE
Provide training to all staff and team members on correct hygiene practices.	<ul style="list-style-type: none"> • All staff have completed the Victorian Government 'Infection Control' course • All new employees are required to complete the Vic Government 'Infection Control' course as part of their induction.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Office staff are provided with their own workspace and sanitising products. • Hot desks are not encouraged. • Cashless currency; tap and go encouraged

Requirements		Actions to control the transmission of Coronavirus COVID-19
Physical Distancing		
Ensure all staff that can work from home, do so.		<ul style="list-style-type: none"> Directive in place for all office staff that can work from home shall work from home.
Configure hospitality areas so that there is no more than one person per two square metres of enclosed space.		<ul style="list-style-type: none"> Density limits of one person per two square metres applies to Hospitality areas-bistro, sports bar and gaming room. Decals are placed on floors in high traffic areas as a reminder of social distancing.

Requirements		Actions to control the transmission of Coronavirus COVID-19
Cleaning		
Increase environmental cleaning and ensure high touch surfaces are sanitised regularly.		<ul style="list-style-type: none"> BSL facilities team maintain daily cleaning schedules and regular sanitising of high touch areas. Checklist maintained. COVID Marshalls to assist with the cleaning of high contact points Gaming and bar staff maintain constant sanitising of high touch items. EGMs, Cash point, Keno, TAB Screen, coin cups, bar, and bar tables. Checklist maintained. Domestic Basketball -Bio Security Officers are responsible for sanitising score bench and basketballs between each game Other user groups are responsible for sanitising their own equipment using the products supplied by BSL
Ensure adequate supply of cleaning products are maintained on site.		<ul style="list-style-type: none"> BSL Facilities team maintain an adequate supply of cleaning consumables used across the venues. Cleaning supplies used in BSL venues conform with DHHS approved products.

Requirements	Actions to control the transmission of Coronavirus COVID-19
Staff and visitor protocols	
<p>Implement screening practices for employees and visitors before venue entry. Ensure employees are not attending work when unwell.</p>	<ul style="list-style-type: none"> All staff and visitors are required to QR Code prior when entering the venue. Staff are not to attend venue if unwell. All employees are required to fill out a health questionnaire and take temperature prior to each shift. All employees are double vaccinated. All patrons must be double vaccinated unless a valid exemption is produced. Proof of vaccination, of all patrons, 18 years & older, entering the venue, will be checked. A Check-in Marshall at entry point shall ensure visitors have scanned the Victorian Government QR code or digitally sign them in if unable to do themselves. Check in Marshall will sight visitor's vaccination certificate and not permit unvaccinated persons to enter.
	<ul style="list-style-type: none"> Screens have been placed at reception and hospitality areas ensuring protective barrier between staff and customers

Guidance	Action
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> Specific risk assessment in place to estimate risk potential and business impacts of outbreak and if closure is necessary.
<p>Prepare to self-manage the exposure in the workplace, in line with public health guidance including cleaning of compromised areas.</p>	<ul style="list-style-type: none"> Records retained of all persons visiting or employed at BSL Venues retained for 28 days before disposal – adhering to privacy obligations. All COVID management documentation retained electronically in different network file locations and locally BSL COVID-19 Operational Plan contains specific Cleaning Management processes
<p>Prepare for how you will manage a suspected or confirmed case in the workplace</p>	<ul style="list-style-type: none"> BSL Identification and control of suspected or confirmed case of an employee SOP in place. Internal team responders have completed Victorian Government Department of Health, COVID-19 Infection Control training, Online module

	<ul style="list-style-type: none"> • Internal protocol specifies management responsibilities in the event of a suspected or confirmed case of infection. • A worker who tests positive will be required to isolate for 7 days and return a negative RAT test on day 6 before returning to work.
<p>Prepare to notify the workforce and contactors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • BSL has a specific COVID-19 Communications Plan to processes, for a confirmed or suspected case both employees and sub- contractors.
<p>Confirm that the workplace can maintain a safe working environment</p>	<ul style="list-style-type: none"> • BSL will maintain COVID safe practices • BSL’s COVID-19 Control processes are formalised via the following documented processes <ul style="list-style-type: none"> ○ Victorian Government QR Code check in ○ Vaccination policy-Employees ○ Staff health questionnaire & temperature checks ○ Staff ‘Infection control ’course completed ○ Return to sport plan. ○ Incident Management Procedure- (SOP confirmed case in the workforce) ○ Cleaning checklists. ○ Victorian Government COVID-19 signage displayed- health, hygiene and double vaccination required.