



Guidance on how to prepare your COVIDSafe plan is available [here](#).

COVIDSafe Plan

Entity name:	MGCC Geelong
Primary Site location:	96-150 Breakwater Rd, Breakwater
Contact person:	Rob Hutchinson
Contact person phone:	0412001370
Date prepared:	26 th November, 2020

The following COVIDSafe plan been prepared and is to be read as including the following:

- “COVIDSafe Officer” is a person appointed by the Committee of the MGCC Geelong to implement and monitor the club’s COVIDSafe Plan.
- “Facility” includes all buildings and areas used by MGCC Geelong
- “Meeting” includes all authorised gatherings of members for social and event purposes, including competition events, whether at the facility or elsewhere.
- “Event Leader” is the person who has been given delegated authority by the President of MGCC Geelong to act as the COVIDSafe Officer for a particular event.
- “Volunteer” includes members of MGCC Geelong and non-members, who attend the facility or an event for an authorised purpose.

Victorian government guidance is in dark blue.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Victorian government guidance is to 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 for staff.	Provision has been made for the promotion and use of hand sanitiser stations on entering buildings and other locations on site. Adequate supplies of hand soap and paper towels are available for people attending.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Victorian government guidance is to provide and promote hand sanitiser stations for use during group driving and social activities</p>	<p>Members will be responsible to provide hand sanitiser and the necessary PPE for their personal use during group driving and/or social activities away from the facility. Event Leaders will ensure that only COVIDSafe facilities will be utilised at any time during an event should an indoor activity unavoidably be included</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>The airflow will be enhanced by opening windows and adjusting the air conditioning where possible</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><u>Government guidelines</u> requiring face masks to be worn inside GTSC buildings at all times, other than the person speaking or leading a meeting, when doing so, <u>will be followed. Additional facemasks and other PPE will be made available for those requiring them.</u></p> <p><u>Occupants of a vehicle must be from a single household or an approved social bubble. Sharing of vehicles, accessories, tools or similar articles is not permitted.</u></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p>Before each meeting:</p> <ul style="list-style-type: none"> • The greeting/welcoming members are trained in screening attendees • Pre-meeting cleaning is complete, with attention paid to touchpoints: door handles, handrails, light switches, tables, chairs and benches. • Appropriate hand sanitation is set up in prominent locations with appropriate signage • COVID Safe Posters are displayed prominently at the entrance and in key locations. The name of the COVID Safe Officer is clearly displayed on the last poster. • A seating plan is established at 1.5 metres apart, or adequate plans are in place to ensure social distancing • When people arrive, they should wait in a line at least 1.5 metres apart if there is a queue to enter. • On entry, each attendee is asked if they have experienced any COVID or flu like symptoms in the past 2 weeks. If yes, they should be informed that they will be unable to attend unless cleared by doctors. If they are well, then they are asked to give their contact details to the person completing the attendance register. • At an event, if necessary, members will be instructed on the correct use of face masks and disposable gloves. <p>After the meeting:</p> <ul style="list-style-type: none"> • There is a clear post-meeting/event plan to monitor and enforce social distancing practices • Attendees should leave the premises/event as soon as possible at the conclusion of the meeting/event, without breaching social distancing guidelines
<p>Replace high-touch communal items with alternatives.</p>	<p><u>There will be no shared communal items used during the meeting/event.</u></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Cleaning Protocols:</p> <ul style="list-style-type: none"> • Gloves will be worn when cleaning and discarded after each use. • Surfaces will be thoroughly cleaned using detergent and water. • Disinfectant will only be used after cleaning with the detergent and water • Disinfectant will be left on the surface for at least 10 minutes before cleaning off • If someone who becomes infected or exposed has been at the venue/event in the prior 14 days, the national protocols of cleaning will be followed. In all cases a summary records of cleaning will be kept <p>Before each meeting/event:</p> <ul style="list-style-type: none"> • Pre-meeting/event cleaning is complete. Attention will be paid to touchpoints: door handles, handrails, light switches, tables, chairs and benches and toilets. • Appropriate hand sanitation is set up in prominent locations together with appropriate signage <p>After each meeting/event:</p> <ul style="list-style-type: none"> • Post meeting/event cleaning will follow all the protocols and processes used for the pre-event cleaning
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>The designated COVIDSafe officer will ensure that there are adequate supplies of all cleaning products that are required to follow all cleaning protocols and procedures.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all members, or volunteers that can and/or must work from home, do work from home.</p>	<p>Unless absolutely necessary, all meetings, until advised otherwise, will be conducted remotely. If it becomes necessary to attend the designated site, all COVID safe protocols, procedures and Government guidelines will be followed at all times.</p>
<p>Ensure that all members or volunteers who attend the facility to perform tasks that cannot be performed remotely do so in a safe and timely manner.</p>	<p>If it is necessary for volunteers or members to attend the facility to perform designated tasks, full compliance with the COVIDSafe plan will be observed.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>MGCC Geelong club facility is a single site.</p>
<p>Establish a system to screen members and visitors before accessing the facility.</p>	<p>Standard screening questions will be asked to everyone who attends the site. Screening will use questions about the potential for contact with a COVID-19 positive case including</p> <ul style="list-style-type: none"> •have you returned from overseas travel (or a cruise ship) in the last 14 days? •have you visited any known suburbs with high prevalence COVID-19 within Australia in the last 14 days? •have you had any close contact with a COVID-19 positive case? •do you have any flu-like symptoms?

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Configure communal work and/or meeting areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers 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. 	<p>At the moment no indoor activity in the clubrooms is permitted.</p> <p>When permitted, the following will apply: -</p> <p>Every gathering will record contact details of all attendees the following four requirements will also be applied at each stage, such requirements will be monitored by the COVIDSafe officer, or the event leader, when people both enter and exit.</p> <ul style="list-style-type: none"> • Maintain an area of 4 square metres per person • Maintain minimum distance of 1.5 metres between people • A seating plan is established at 1.5 metres apart, or adequate plans are in place to ensure social distancing <p>Seats and tables will be clearly marked with the minimum area and distancing requirements</p> <p>Any venues visited must have a COVIDSafe Plan with which the participants will comply</p> <ul style="list-style-type: none"> • When people arrive, they will wait in a line at least 1.5 metres apart if there is a queue to enter. • A notice will be prominently displayed indicating the total number of people who can be present within a designated area.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>The physical distancing and area requirements will be clearly marked on both the floor and any additional furniture, through the use of coloured tape and by the use of “roped off” areas where necessary.</p>
<p>Modify the alignment of meeting spaces so that members/volunteers do not face one another.</p>	<p>Members will avoid situations where face to face contact may increase the likelihood of airborne transmission of pathogens</p>
<p>Minimise the build-up of members/volunteers waiting to enter and exit the facility/event.</p>	<p>See above</p>
<p>Provide training to members on physical distancing expectations while working and socialising (e.g. refreshment breaks).</p>	<p>Training on matters of social distancing will be undertaken to ensure a thorough understanding of all requirements that apply to the club</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	It's expected that there will be no contact between delivery drivers and club members. If it should occur, the appropriate protocols will be followed.
Review and update any volunteer rosters to ensure temporal as well as physical distancing.	All rosters will be adjusted to ensure all COVIDSafe protocols and procedures will be followed. Where members are likely to impinge COVIDSafe limits in venues visited, the Event leader will manage entry and exit of members to comply with the venue's requirements
Where relevant, 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 .	All required signage will be in place and highly visible to ensure compliance with physical distancing and density capacities on-site

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of members, workers, visitors and workplace inspectors, delivery drivers. This information will assist the MGCC Geelong to identify close contacts.	Generally, the COVIDSafe officer will record the required details of all attending the facility/event, using the Business Victoria: Workplace attendance register. This task may be delegated to another person including an event leader. The COVIDSafe officer, or designated event leader, will also be assigned the responsibility to turn people away from the site when the maximum number of people has been reached.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	An OH&S reporting system is in place and relevant people have been made familiar with its use. Any concerns should be raised with the Event Leader who will record and report the concern to the COVIDSafe Officer. Where possible the Event Leader will manage the concern raised.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your club's continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	The COVIDSafe officer will promptly report any incident to the <u>Club President</u> , close the premises or <u>event</u> , and follow measures as required by government guidelines.

Guidance	Action to prepare for your response
<p>Prepare to identify close contacts and providing members and visitor records to support contact tracing.</p>	<p>All members and visitors to the facility will have the required contact details recorded and securely kept. These records can be used to assist with contact tracing and further details can be accessed through the “Our Car Club” database</p>
<p>Prepare to assess whether the facility or parts of the facility must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>This assessment will be ongoing and will be initially informed by screening questions put to those attending the premises and also by any directive given by a responsible authority. Should it be necessary, enhanced cleaning procedures will be undertaken.</p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p>Any member/volunteer with symptoms will be required to travel home immediately. Where this is not possible, they will be isolated in a separate room until they can travel home.</p> <p>The member/volunteer will be advised to be tested for coronavirus (COVID-19) as soon as possible and remain isolated until the test results are known</p> <p>Any personal workspace and/or areas in the premises frequently used by the member, as well as other high-touch surfaces (such as door handles, kitchen facilities) frequented by the member will be cleaned.</p> <p>The COVIDSafe officer will promptly report any incident to the club President, close the premises and follow measures as required by government guidance.</p>

Guidance	Action to prepare for your response
<p>Prepare to notify members and site visitors (including close contacts).</p>	<p>Members and guests who have visited a facility where a suspected or confirmed case is identified will be advised of the day and date of the potential infection and will be advised to be tested for coronavirus (COVID-19) as soon as possible and remain isolated until the test results are known. The attendance log will be made available for the purpose of identifying other potential close contacts. Close contacts should be supported to exclude themselves from work, undergo testing and isolate until test results are known.</p> <p>The following message should be sent:</p> <p><i>"You have been assessed as a close contact of a confirmed case of coronavirus (COVID-19) through your attendance at [insert name of club and/or location]. You are required to self-quarantine for 14 days from [insert date]. The Department of Health and Human Services will contact you via text message to confirm the details of your required quarantine period, and to provide you with further information. You must isolate at home and must not attend work during this time. If you develop symptoms consistent with COVID-19 you should get tested. Please see the DHHS close contacts factsheet"</i>.</p> <p>The COVIDSafe officer will promptly report any incident to the <u>President</u>, close the premises and follow measures as required by government guidance.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>A risk assessment is required when:</p> <ul style="list-style-type: none"> • there is a confirmed case of coronavirus (COVID-19) who attended the facility during their infectious period • there are 3 or more suspected cases of coronavirus (COVID-19) at the facility within a 5-day period. <p>After the completed risk assessment has been conducted, the relevant department will be notified, by sending the risk assessment and close contacts spreadsheet to, COVIDEmployerNotifications@dhhs.vic.gov.au.</p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your facility once agreed by DHHS and notify members/ volunteers they can return to the facility.</p>	<p>The MGCC Geelong will work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.</p> <p>Following a coronavirus (COVID-19) case at the facility, risk management controls and infection prevention measures will be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.</p> <p>Workers are notified of any changed processes or protocols before returning to work</p>
Additional guidance	
<p>For meetings with other than English languages, translated materials are available.</p>	<p>This is not applicable as there is no knowledge of a member who is not sufficiently fluent in English to require communication in another language.</p>
<p>The COVIDSafe officer has an agreement with groups using the facility premises for maintaining the government requirements including proper cleaning and disinfection.</p>	<p>The COVID safe officer has agreements in place with groups that will use the premises once permitted to do so. The agreements cover all requirements.</p>
<p>COVIDSafe signage is on display at all entry points to facility buildings.</p>	<p>The required signage is in place at all entry points to facility buildings.</p>

Guidance	Action to prepare for your response

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

Signed _____

Name R Hutchinson

Date 26/11/20