



COVIDSafe Plan

Oakleigh Golf Club Inc.

Draft Version 1.1

COVIDSafe Plan for OGC Inc. in accordance with the Community Sport and Physical Recreation Industry Guidelines provided by the Victoria State Government.

June 2021



About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses 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:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.



Requirement	Action
<p>1. Ensure Physical Distancing. Ensure participants are 1.5 metres apart as much as possible.</p>	
<p>Modifying sporting activities to ensure participants remain 1.5 metres apart.</p>	<p>Advise all players to maintain a minimum 1.5 metre distance on the course.</p>
<p>Displaying signs to show patron limits at the entrance of enclosed areas where limits apply.</p>	<p>Place a sign on the entrance door advising members that no more than sixteen (16) players can remain in the club rooms at the same time.</p>
<p>Informing organisers or players to work from home where possible</p>	<p>Some activities like online entries and reports are to be performed at home.</p> <p><i>Important Note:</i></p> <p>Inform all members not to turn up if they are unwell, or even have the slightest symptoms of flu.</p> <p>Instead, get tested for Covid19 and stay home until they get a negative result.</p>
<p>Apply density quotient: Using floor or other markings to provide minimum physical distancing guides</p>	<p>Provide markings on every table to enable players to maintain the minimum distance.</p> <p>Arrange seating in a staggered formation so that members are not facing each other.</p>

Requirement	Action
<p>2. Wear a face mask. Ensure all participants and organisers entering the venue/facility wear a face mask as per public health advice.</p>	
<p>Provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant).</p>	<p>Advise all members to familiarise themselves with DHHS guidelines on the correct use of PPE, including:</p> <p>Cloth masks</p> <ul style="list-style-type: none"> • Masks should be washed every day. • If the mask is visibly dirty or wet, it should be changed. • The dirty or wet mask should be stored in an airtight container until washed. <p>Disposable masks</p> <ul style="list-style-type: none"> • Used masks must be discarded appropriately and not in a recycling bin. <p>Note: Public health advice on masks is available at: https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p>
<p>Masks must be worn at all times.</p> <p>Exception: When out of breath, or puffing from strenuous exercise, or unless there is a lawful exception.</p>	<p>Ensure that all members have masks, and are wearing them except when eating or drinking.</p> <p>Provide members with PPE if they do not have their own.</p> <p>Note: Not relevant as no running or jogging is involved in golf.</p>

Requirement	Action
<p>3. Practice good hygiene. Frequently and regularly clean and disinfect shared spaces, including high-touch communal items.</p>	
<p>Clean surfaces with appropriate cleaning products, including detergent and disinfectant.</p>	<p>Obtain appropriate cleaning products.</p> <p>Monitor and re-stock supplies as required.</p> <p>Use cleaning products during and after every club event.</p>
<p>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.</p>	<p>To be advised</p> <p>Use of disposal plates for serving of meals.</p>
<p>Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use.</p>	<p>Do not share personal items like bottles, food and towels.</p>
<p>Clean between user groups or sessions</p>	<p>Clean all surfaces after every club event.</p>
<p>Make soap and hand sanitizer available to all players and organisers.</p>	<p>Provide hand sanitizer in the club room.</p> <p>Provide rubbish bins to dispose of paper towels.</p> <p>Advise all members and visitors to use hand sanitizer upon arrival and departure.</p>

Requirement	Action
<p>4. Keep records and act quickly if participants or organisers become unwell. Support participants and organisers to get tested and stay home even if they only have mild symptoms</p>	
<p>Having a plan to respond to a participant or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious.</p>	<p>Instruct all members and guests to inform the club immediately if they have been notified by health authorities.</p>
<p>Have a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period.</p>	<p>Review club records to determine which members attended the club at the same time as the positive case.</p> <p>Notify the affected members immediately.</p> <p>Advise affected members to get tested and stay home even if they only have mild symptoms.</p>
<p>Have a plan in place to clean the venue/facility (or part) in the event of a positive case.</p>	<p>Establish a cleaning process in the event of a positive case.</p>
<p>Have a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.</p>	<p>Inform the DHSS Coronavirus hotline immediately.</p> <p>Carry out a risk assessment.</p> <p>Provide contact details of all affected members and guests.</p>

Requirement	Action
<p>4. Keep records and act quickly if participants or organisers become unwell. Support participants and organisers to get tested and stay home even if they only have mild symptoms</p>	
	<p>Coronavirus hotline</p> <p>If you suspect you may have coronavirus (COVID-19) call the dedicated hotline – open 24 hours, 7 days.</p> <p>Please keep Triple Zero (000) for emergencies only.</p> <p>1800 675 398</p>
<p>Have a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility.</p>	<p>Not applicable</p>
<p>Have a plan in the event that you have been instructed to close by DHHS.</p>	<p>Maintain a list of email addresses and phone numbers for all members.</p> <p>Notify all members by email and phone, advising them that the club is closed.</p>
<p>Have a plan to re-open your venue/facility once agreed by DHHS and notify participants and organisers they can return to the venue/facility.</p>	<p>Organise to clean and sanitize the club room.</p> <p>Notify all members by email and phone that they can return to the club.</p>

Requirement	Action
<p>5. Avoid interactions in enclosed spaces. Reduce the amount of time participants, organisers and anyone in attendance are spending in enclosed spaces.</p>	
<p>Enable activities in outdoor environment.</p>	<p>Provide seating outdoors, and if practical also provide overhead cover.</p>
<p>Moving as much activity outside as possible.</p>	<p>Encourage members to move outdoors to reduce the number of members within the club room.</p>
<p>Enhancing airflow by opening windows and doors.</p>	<p>If possible, keep all windows and doors open while members and guests are present.</p> <p>Optimise fresh air flow in air conditioning systems.</p>

Requirement	Action
6. Create workforce/activity bubbles	
<p>Limit the number of participants and organisers engaging in activities across multiple teams or facilities where practical.</p>	<p>Limit attendance within the club room to 16 members when advised to do so.</p> <p>Advise all additional members or guests to congregate outdoors.</p>