

Aligned Leisure | COVID-19 Safe Plan

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| 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 |
| 03/11/2021 | Updated to align with new Victorian Government Roadmap and changes in NSW | 14/11/2021 |

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 |
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| <p>Ensure workers and visitors are 1.5 metres apart as much as possible.</p> | <ul style="list-style-type: none"> • Social distancing markers and 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 |
| <p>Display signs to show patron limits at the entrance of enclosed areas where limits apply</p> | <ul style="list-style-type: none"> • Area and venue capacity limits have been developed in line with relevant Government advice for all workspaces and shared areas at each location. • Area and venue capacity limits have been communicated to staff as part of our COVID Safe Training provided to all staff. • Area capacity signage has been installed at all facilities in communal work areas and publicly accessible spaces to promote capacity limits |
| <p>Minimise the build-up of people waiting to enter and exit the workplace</p> | <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 |
| <p>Use floor markings to provide minimum physical distancing guides</p> | <ul style="list-style-type: none"> • Social distancing markers have been installed at all facilities in areas that people are likely to congregate. This includes in reception areas, entry points, in functional training areas (gyms only), change rooms and café areas |
| <p>Review delivery protocols to limit contact between delivery drivers and workers</p> | <ul style="list-style-type: none"> • Training is provided to all staff on delivery protocols, including the need to maintain 1.5m separation from delivery drivers and to coordinate deliveries for consistent days (where practical) |
| <p>Apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors • There is no more than one member of the public per two square meters of publicly available space outdoors • Shared work areas are only accessible to workers and should only include workers in the density limit. | <ul style="list-style-type: none"> • Area and venue capacity limits have been developed in line with relevant Government advice for all workspaces and shared areas at each location. • Area and venue capacity limits have been communicated to staff as part of the COVID Safe Training provided to all staff. • Area capacity signage and social distancing markers have been installed at all facilities in communal work areas and publicly accessible spaces, with a focus on areas where people are likely to congregate • Communal work areas have been reconfigured to ensure workers are spaced at least 1.5m apart • General public access to shared work areas is restricted through access control systems (including physical barriers, electronic fobs/keypads and locks), with staff only signage installed where relevant. |
| <p>Provide training to workers on physical distancing expectations while working and socialising.</p> | <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 |
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| 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 • Exemptions are applied to people aged under 12 years or those with medical exemptions • Any staff who have an approved medical exemption are identifiable through their uniform (For example, by a gold star on their name badge or by wearing a specific exemption name badge) • Lawful excuses or exceptions for Employees not wearing a face mask include: <ul style="list-style-type: none"> • An employee is showing signs of heat stroke, exhaustion, fatigue or breathing difficulty (breathlessness or short of breath). • When educating patrons on critical safety information. • As a Lifeguard or Duty Captain when on ACTIVE SUPERVISION of a facility, pool or area • 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 |
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| 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) • Signage is in place to promote and encourage contactless transaction processes to customers • 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. |
| Display a cleaning log in shared spaces. | <ul style="list-style-type: none"> • A printed copy of each area's Systematic Cleaning Schedule is completed by staff for shared spaces |
| 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 |
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| <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 any outbreaks</p> | <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>Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results</p> | <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>Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period</p> | <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>Having a plan in place to clean the worksite (or part) in the event of a positive case</p> | <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>Having 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> | <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>Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace</p> | <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>Having a plan in the event that you have been instructed to close by DHHS</p> | <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>Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work</p> | <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> |

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| <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. |
| <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 as follows: <ul style="list-style-type: none"> ◦ In NSW, the Public Health (COVID-19 General) Order 2021 ◦ In Victoria, the COVID-19 Mandatory Vaccination (Workers) Directions and Open Premises 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"> • 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. • Customers and on-site visitors who are partially vaccinated, unvaccinated or cannot provide appropriate Vaccination Information will be refused entry. |

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| | <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>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. When this occurs, the following control measures will be in place: <ul style="list-style-type: none"> Unvaccinated persons will not be permitted entry to shared spaces or areas where there is general public access, with the exception of restrooms and reception/entrances Signage will be displayed to notify unvaccinated patrons of areas they are not permitted to access All persons will still be required to check-in via the contact tracing process During times where community sport activities are being conducted, Aligned Leisure employees may conduct random spot checks to confirm compliance with the vaccination requirements of other areas within the facility not being used for community sport, in addition to our pre-entry checks on arrival |
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5. Avoid Interactions in Enclosed Spaces |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| You should reduce the amount of time workers are spending in enclosed spaces. | <ul style="list-style-type: none"> In line with DHHS advice, fans can be used provided that they are not pointed directly at a person or blowing air across people. Where the risk to health and safety in not using fans is too great (eg. Heat related injury or illness), fans can and should be used, in line with Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment. |

6. Create Workforce Bubbles |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| 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*