

VICSWIM Summer Kidz – 2021 COVID-19 Safe Plan Open/Inland Water Program

Our COVID Safe Plan

Business name: Aquatics & Recreation Victoria

Site location: 195 Wellington Road, Clayton

Contact person: Kathy Parton

Contact person phone: 9271 3800

Date prepared: November 2020

Updated: December 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use by VicSwim parents, students and staff	<ul style="list-style-type: none"> • Hand Sanitiser stations to be set up at all venues • Wash hands or use alcohol-based hand sanitiser before and after touching equipment. • Avoid where possible sharing frequently touched items
Where it is required ensure face covering is worn	<ul style="list-style-type: none"> • VicSwim staff and parents are to follow DHHS guidelines regarding the wearing of masks.
Ensure DHHS guidelines are maintained with the number of people permitted in an Open area.	<ul style="list-style-type: none"> • Have markings or signage in place • Have signage to indicate pick up and drop off zones, and no-gathering zones within and around the VICSWIM lesson area • Allow adequate time for previous lesson to vacate area before commencing next lesson. • Maintain required social distancing as per DHHS requirements • Reduce crowding in one area where possible
Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Ensure high touch items are cleaned and disinfected regularly Where possible reduce sharing of equipment.	<ul style="list-style-type: none"> • Clean all equipment used between each lesson with alcohol-based sanitiser. • Provide appropriate cleaning products for sanitising shared items, following manufacturer's guidelines on use of product.
Ensure correct use and disposal of masks and PPE	<ul style="list-style-type: none"> • Provide staff with training on correct use of facemasks, when they are required to be worn and how to dispose of them correctly

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical Distancing	
Ensure DHHS guidelines are maintained with the number of people permitted in an Open area.	<ul style="list-style-type: none"> • <i>Have markings or signage in place</i> • <i>Have signage to indicate pick up and drop off zones, and no-gathering zones within and around the VICSWIM lesson area</i> • <i>Allow adequate time for previous lesson to vacate area before commencing next lesson.</i> • <i>Maintain required social distancing as per DHHS requirements</i> • <i>Reduce crowding in one area where possible</i>
Establish a system where VicSwim staff members are not working across multiple settings/worksites	<ul style="list-style-type: none"> • <i>Minimise, where possible, the number of staff required to work across multiple sites/venues</i>
Establish a system of swim teachers notifying VicSwim and or Regional Coordinator if they are unwell	<ul style="list-style-type: none"> • <i>Staff, who are unwell with COVID-19 symptoms will be directed not to come to work and encouraged to get tested.</i>
Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.	<ul style="list-style-type: none"> • <i>Use signage or other visual communication tools to designate areas for parents/guardians and participants and/or spectators, to safely wait.</i> • <i>Communicate to parents/guardians and/or spectators to gather safely</i>
Minimise the build up of VicSwim participants, parents and staff in the program area and promote physical distancing.	<ul style="list-style-type: none"> • <i>Display signage regarding physical distancing in accordance with DHHS requirements.</i> • <i>Clear lesson areas as quickly as possible.</i> • <i>Communicate to parents/guardians that lesson area is to be vacated immediately at the end of the lesson.</i>
Guidance	Action to mitigate the Introduction and Spread of COVID-19
Create workforce bubbles	
Create workforce bubble thus reducing the introduction and or spread of COVID-19	<ul style="list-style-type: none"> • <i>Limit and reduce the number of staff working across multiple work sites where possible.</i> • <i>Maintain records of all VicSwim teachers who are rostered to work at more than one venue.</i> • <i>Maintain records of all workers who have disclosed that they are working across more than one work premises.</i>
Provide staff training in Infection Control –COVID 19	<ul style="list-style-type: none"> • <i>All staff to complete Online Infection Control –COVID19 training prior to the commencement of the VicSwim program</i>
Guidance	Action to ensure efficient record keeping
Record Keeping	
Establish a process to record the attendance of parents/ guardians, visitors at the VicSwim program to enable contact tracing in line with DHHS requirements	<ul style="list-style-type: none"> • <i>Ensure all parents/guardians/attendees at the VicSwim program scan the Vic Government QR code or manually complete the daily attendance register. This will be done for all lessons and on a daily basis.</i> • <i>Provide all TIC's with a daily Attendance Register.</i> • <i>TIC's are to keep manual records to be used for contact tracing if required.</i>
Provide information to staff on their responsibility in the event of an	<ul style="list-style-type: none"> • <i>If an incident or hazard occurs you must do the following:</i>

incident or hazard.	<ol style="list-style-type: none"> 1. <i>Ensure the welfare of the individual(s) and if an emergency call 000</i> 2. <i>Notify your Regional Coordinator and or VicSwim head office. NOTE If the incident is a confirmed case of COVID-19 you must immediately contact Kathy Parton at the VicSwim Office on 9271 3800</i> 3. <i>Complete Incident Report which is to be sent to VicSwim Office as soon as possible</i>
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Guidance	Action to prepare for your response
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Preparing your response to a suspected or confirmed COVID-19 case	
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<p>The Acting CEO of Aquatics and Recreation Victoria (Kathy Parton) will be the contact for any COVID-19 related incidents or events and should be contacted immediately on 9271 3800</p> <p>Prepare for how to manage a suspected or confirmed case in an employee.</p> <p>Prepare to assist DHHS with contact tracing and providing staff, parent/guardian and visitor records to support contact tracing.</p>	<p><i>Will be responsible for notifying:</i></p> <ul style="list-style-type: none"> • <i>DHHS in the event that a worker, parent/guardian or participant in the VicSwim program has been diagnosed as a positive case.</i> • <i>Identifying the immediate actions taken.</i> • <i>Providing a copy of the incident report</i> • <i>Providing contact details of any close contacts to the relevant authorities eg DHHS/ Worksafe</i> • <i>Use the Daily Attendance register to identify and notify close contacts in the event of a positive case attending the program during their infectious period</i> • <i>Ensure all equipment is thoroughly cleaned and disinfected before it is reused.</i>
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<p>COVID Safe Plan Approval</p> <p>I acknowledge and I understand my responsibilities and have implemented this COVID Safe plan</p> <p>Name:</p> <p>Position</p> <p>Date</p> <p>Signature</p>	<p>COVID Safe Plan Endorsement</p> <p>I acknowledge and understand this COVID Safe plan has been developed to comply with the requirements published in accordance with the Public Health and Wellbeing Act 2008 and the signatory to this plan is directed to take appropriate measure to implement this plan.</p>
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