

VICSWIM SUMMERKIDZ – 2023

COVID-19 Safe Plan

Open/ Inland Water Program

Physical Distancing to mitigate the Introduction and Spread of COVID-19		
Requirements	Actions	Responsibility
Monitor and control the number of VICSWIM participants, and staff at venue, to encourage physical distancing.	<ul style="list-style-type: none"> Schedule lesson times and sizes to allow areas to be safely executed. Communicate to parents/guardians that lesson area is to be vacated at the end of the lesson. 	VICSWIM Regional Coordinator & Teacher in Charge
Ensure that only VICSWIM staff, and where required a parent or guardian, are in the designated lesson area.	<ul style="list-style-type: none"> Clearly identify the VicSwim program area with signs, flags. Minimise, where possible the number of parents/guardians in the designated program area. 	VICSWIM Regional Coordinator & Teacher in Charge
Ensure that a designated area, as well as entry and exit points, is clearly marked out for VICSWIM lessons.	<ul style="list-style-type: none"> Use signs, flags or other appropriate marking to clearly define the area where VICSWIM lessons will occur. Have clear and simple signposts at entry and exit points. Use signage or other visual communication tools to designate areas for VICSWIM participants and their parents/guardians. 	VICSWIM Regional Coordinator & Teacher in Charge
Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.	<ul style="list-style-type: none"> Use signage or other visual communication tools to designate areas for parents/guardians and participants and/or spectators, to safely wait. Communicate to parents/guardians and/or spectators to gather safely as well as 	VICSWIM Regional Coordinator & Teacher in Charge

	<i>how they should move between places to maintain safe physical distancing, e.g., advise parents and/or spectators where best to congregate before, during and after VICSWIM Lesson.</i>	
Reduce crowding wherever possible and promote physical distancing with signage, including where people are asked to wait prior to commencement of lesson.	<ul style="list-style-type: none"> <i>Have clear and simple signage at a height for both adults and children to see and/or read</i> 	<i>VICSWIM Regional Coordinator & Teacher in Charge</i>
Wearing Face Covering to mitigate the Introduction and Spread of COVID-19		
Requirements	Actions	Responsibility
Adhere to current facemask requirements	<ul style="list-style-type: none"> <i>Facemasks to be worn as per DHHS requirements unless there is an exemption is required.</i> 	<i>All VICSWIM Staff</i>
Ensure correct use and disposal of masks and PPE	<ul style="list-style-type: none"> <i>Provide staff with training on correct use of facemasks, when they are required to be worn and how to dispose of them correctly</i> 	<i>All VICSWIM Staff</i>
Practice good Hygiene to mitigate the Introduction and Spread of COVID-19		
Requirements	Actions	Responsibility
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <i>Hand Sanitiser stations to be set up at all venues</i> 	<i>All VICSWIM Staff</i>
Regularly clean and disinfect shared equipment Where possible reduce sharing of equipment.	<ul style="list-style-type: none"> <i>Provide appropriate cleaning products for sanitising shared items, following manufacturer's guidelines on use of product.</i> 	<i>Regional Coordinator & Teacher in Charge</i>
Communicate with Staff and VICSWIM families that they should not attend the program if they have tested positive to COVID	<ul style="list-style-type: none"> <i>Keep staff informed of requirements to stay at home or advise TIC / Regional coordinator if they are experiencing any COVID symptoms.</i> <i>Keep parent/guardians informed via regular communication of requirements to stay at home if they or student are experiencing any COVID symptoms.</i> <i>Staff, who are experiencing COVID symptoms are asked to get tested</i> <i>Staff and students who test positive to follow DHHS isolation requirements (5 days at time of publication)</i> 	<i>All VICSWIM Staff & Participants</i>

Provide VICSWIM Regional Coordinators, TIC's and teachers with information and training on COVID-19, including when to get tested, physical distancing, cleaning and how to manage a person experiencing COVID-19 symptoms.	<ul style="list-style-type: none"> • <i>Develop an information package.</i> • <i>Provide all relevant documents and procedures required to ensure all VICSWIM staff is informed on how to respond to a COVID-19 case and how to mitigate cases.</i> • <i>Provide updates in line with DHHS changes</i> 	All VICSWIM Staff
Keep Records and act quickly if workers become unwell to mitigate the Introduction and Spread of COVID-19		
Requirements	Actions	
Ensure patrons details are recorded on entry, ensuring a register of users is available in the event of a COVID-19 case	<ul style="list-style-type: none"> • <i>Ensure all parents/ guardians attending VicSwim program record their details with VICSWIM</i> • <i>TIC's are to keep these records to be used for contact tracing if required.</i> 	VICSWIM Staff & Participants
Allocate a staff member (TIC) to be the VIC Swim COVID-19 Safe Coordinator	<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>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 to monitor for symptoms</i> 	VICSWIM Head Office
Avoid interactions in enclosed spaces to mitigate the Introduction and Spread of COVID-19		
Requirements	Actions	
Reduce activity in closed spaces and maintain 1.5m social distancing where possible	<ul style="list-style-type: none"> • <i>Ensure staff, parents and guardians maintain, where possible 1.5m social distancing and vacate the lesson area at the conclusion of the lesson.</i> 	All VICSWIM Staff & Participants