

# Master Swimming Victoria- COVID Safe Plan



Business name: Master Swimming Victoria (MSV)  
 Site location: Melbourne Sport Centres (MSC) - MSAC  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	<ul style="list-style-type: none"> <li>MSAC provide hand sanitiser upon entry into venue and in high traffic areas such as entrance to the café.</li> <li>Hand sanitiser to be placed in AOE room, at the Meet Supervisor Desk, Starters Stand, Coaches Table, Officials Room, <b>Awards table</b> and Medal Presentation area (if applicable).</li> <li>In addition, disinfectant wipes to be placed in AOE room to use on MM computer, AOE equipment and Starters Stand.</li> <li>Signage provided by venue.</li> </ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"> <li>Internal venue doors (ie AOE and officials room) to be open to improve airflow and reduce person-to-surface contact.</li> <li>AOE windows to be kept open whenever possible. Air conditioning to be on at all times.</li> </ul>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering, unless a lawful exception applies. Ensure adequate face coverings are available to staff that do not have their own.</b>	<ul style="list-style-type: none"> <li>All swimmers, officials and volunteers to follow government guidelines in relation to the wearing of face coverings. If face coverings are required, they must be worn to cover the mouth and nose.</li> <li>Attendees to provide and maintain their own face masks and are responsible for washing their own fabric masks. However, a supply of surgical face masks and gloves is available at the office should they be required.</li> </ul>
<b>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).</b>	<ul style="list-style-type: none"> <li>Venue responsible for posters to be displayed to educate attendees on hand and cough hygiene, including how to wash and sanitise their hands correctly.</li> <li>COVID Safe information (good hygiene practices, correct use of face masks etc) to be published on MSV web page.</li> </ul>
<b>Replace high-touch communal items with alternatives.</b>	<ul style="list-style-type: none"> <li>Cleaning of high touch communal surfaces (ie door handles) is the responsibility of the venue.</li> <li>Catering is no longer provided for Technical Officials until further notice.</li> <li>Athletes are not to share equipment and are to provide their own drink bottles.</li> <li>Self-Marshalling introduced to reduce the need for communal chairs and gathering in a confined space.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<ul style="list-style-type: none"> <li>Venue responsible for cleaning – refer to SSCT COVID Safe Plan.</li> <li>Disinfectant wipes/spray to be used to clean AOE room equipment, starters stand and dive blocks between sessions.</li> </ul>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<ul style="list-style-type: none"> <li>Venue responsible for cleaning communal spaces – refer to SSCT COVID Safe Plan.</li> <li>MSV Meet Director is responsible for ensuring adequate stock of hand sanitizer, wipes, spray, paper towel etc.</li> </ul>

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<b>Ensure that all staff that can work from home, do work from home.</b>	MSV State Meet requirements for timekeeping has been amended to reduce the number of volunteers and officials required at competitions.
<b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>	Not Applicable
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<p>All attendees to complete venue entry check in on arrival, in line with Melbourne Sports Centres requirements.</p> <p>Attendees must not enter the venue if they or a member of their household:</p> <ul style="list-style-type: none"> <li>• Has tested positive for coronavirus.</li> <li>• Has symptoms of coronavirus</li> <li>• Is awaiting the results of a coronavirus test</li> <li>• Is, or should be, self-isolating</li> </ul>
<b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	Announcer and other AOE operators to maintain 1.5m apart in indoor pool AOE room.
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b>	Responsibility of the venue.
<b>Modify the alignment of workstations so that staff &amp; volunteers do not face one another.</b>	AOE workstations to be 1.5m apart.
<b>Minimise the build-up of attendees waiting to enter and exit the venue.</b>	<ul style="list-style-type: none"> <li>• Spectators to be limited, based on capacity restrictions.</li> <li>• Adjust sessions as required to reduce the number of participants in venue at any one time.</li> <li>• Have a one-way entry and exit point.</li> </ul>
<b>Provide training to attendees on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>• Physical distancing education provided on the MSV web page <a href="#">MSC</a> to provide COVID Safe Marshall; one for pool deck and one for grandstand.</li> </ul>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	Minimum number of staff rostered to safely deliver competition.
<b>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 'two/ four square metre' rule.</b>	<ul style="list-style-type: none"> <li>• Signage placed throughout venue with clear directive to follow in terms of social distancing, workplace hygiene and health reporting.</li> <li>• MSV officials are responsible for reporting any breach in posted venue requirements.</li> </ul>

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Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> <li>• MSC requires all attendees to check in via QR Code.</li> <li>• Clubs attending encouraged to keep records of members/spectators attendance to provide to MSV if required</li> </ul>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	MSV to refer to SSCT COVID Safe Plan and follow their protocol.

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> <li>• Specific Risk Assessments in place to estimate risk potential and business impacts of outbreak and cancellation of competition.</li> <li>• Operational planning developed from risk assumptions.</li> </ul>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>• Venue responsibility - Formal systems in place to support contact tracing and health reporting to DHHS as required in legislation.</li> <li>• Records retained of all persons visiting MSAC.</li> <li>• MSV will inform the venue in the case of a suspected or confirmed case of COVID-19.</li> </ul>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	Venue responsibility - Refer to SSCT COVID Safe Plan.
Prepare for how you will manage a suspected or confirmed case in an attendee during an event.	Refer to SSCT COVID Safe Plan.
Prepare to notify workforce and visitors of a confirmed or suspected case.	Inform SSCT and refer to SSCT COVID Safe Plan.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Inform SSCT and refer to SSCT COVID Safe Plan.
Confirm that your workplace can safely re-open and workers can return to work.	Refer to SSCT COVID Safe Plan.