

# COVID-Safe Plan

Date: 31 October 2022  
(Previous version of this COVID-Safe Plan dated 12 September 2022 is redundant).

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## Reviewed By:



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**77 PENINSULA  
7 LEISURE**



# Purpose, Scope & Overview

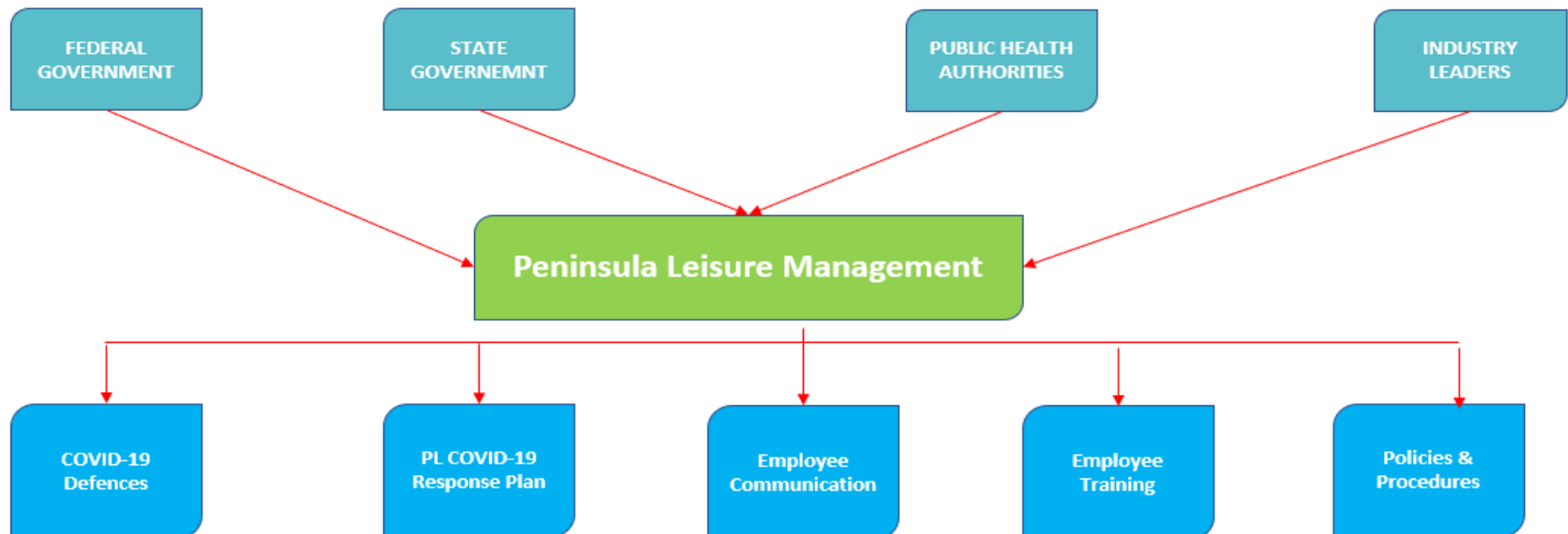
Peninsula Leisure values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

- The following plan provides information regarding the operation and service delivery model for Peninsula Leisure, specifically at Peninsula Aquatic Recreation Centre (PARC) and Pines Forest Aquatic Centre (PFAC), for COVID-19.
- The plan aims to provide managers, leaders and employees with practical advice, processes and steps to ensure a safe operation of facilities and adherence to all relevant government recommendations, directions and restrictions outlined.



Peninsula Leisure Management will collate the information from Government, Public Health, Industry Leaders and Authorities. Relevant information will flow through to various parts of the business to adapt into practice. PL management oversee, monitor and implement restrictions, which ensures PL sites are up to date with COVID-19 information. Thus, providing employees with the facts and tools necessary to ensure a COVID-Safe environment for all.

## PL COVID-Safe Process Overview



# COVID-Safe Principles

				
GET VACCINATED	FACE MASKS	HYGIENE	RECORD KEEPING	GET TESTED IF UNWELL

- **Get Vaccinated** → PL strongly encourages all employees to maintain COVID-19 vaccinations for all eligible doses.
- **Face Masks** → Face masks are strongly encouraged for employees that may have mild cold symptoms or might be immune compromised. Further info: [coronavirus.vic.gov.au/face-masks](https://coronavirus.vic.gov.au/face-masks)
- **Hygiene** → Clean and disinfect shared spaces regularly, including high-touch communal items.
- **Record Keeping** → Internal systems have been established to record and maintain vaccination status of employees as required under government direction of PL policy.
- **Get Tested if unwell** → PL strongly encourages employees to get tested if they notice any symptoms. Stay at home until non-symptomatic.

# Face Masks – What PL will do?



Peninsula Leisure adheres to current restrictions outlined by the Victorian State Government. Face masks are no longer required in most indoor settings, but wearing a mask is strongly encouraged.

- A face mask is strongly encouraged for employees that may have mild cold symptoms or might be immune compromised
- Further information about face masks can be located via the following link, <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>



There are two types of face masks you can wear: cloth masks and surgical masks.

- Cloth masks are made of washable fabric and can be washed and re-used.
- Surgical masks are single-use masks and **cannot** be washed or re-used.



# Hygiene & Cleaning – What PL will do?



Peninsula Leisure undertakes regular cleaning of high-touch surfaces and encourages good hygiene practices by all employees, patrons and contractors. This includes:

- Schedule regular cleaning of high-touch surfaces (including shared equipment).
- Encourage regular hand washing and make hand sanitiser readily available throughout the Centre for all employees, patrons and contractors.
- Enforce hygiene rules in relevant areas, e.g., towel mandatory for all gym workouts.

**PLEASE KEEP  
YOUR HANDS CLEAN**



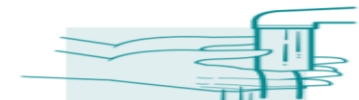
1. Wet your hands.



2. Put soap on your hands.



3. Rub the soap over all parts of your hands for at least 20 seconds.



4. Rinse your hands under running water.



5. Dry your hands thoroughly with disposable paper towel or hand dryer.

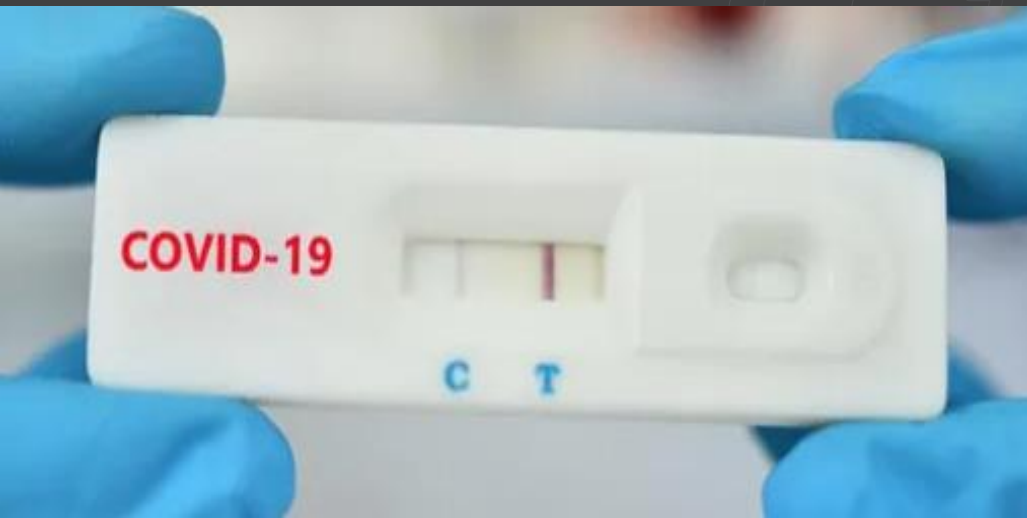


# Record Keeping – What PL will do?



Peninsula Leisure strongly encourages employees to get tested if they notice any symptoms. Stay at home until non-symptomatic.

- PL will support any employee to stay home and get tested if they have symptoms.
- Have a plan (SOP) in place to immediately respond if there is a confirmed case of COVID-19.
- Securely & confidentially maintain employee vaccination records.



# Member & Guest Communication



Condition of Entry  
Website



Hand Sanitising Station



COVID related signage



# Personal Protective Equipment & Further Barriers



No towel, no workout.



Gloves for cleaning & face masks as required.



Hand sanitising station



PARC's facility operation is guided by the advice and recommendations outlined by the Victorian State Government and Public Health Team.

- PARC will follow guidance and information related to reducing the spread of COVID-19.
- Face masks are strongly encouraged for employees that may have mild cold symptoms, might be immune compromised or identified as a close contact.
- PARC will endeavour to deliver all facilities and services for customers, however, employee resources available may impact that service delivery.
- **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PARC OPERATIONS.**



Pines facility operation is guided by the advice and recommendations outlined by the Victorian State Government and Public Health Team.

- Pines will operate with a pre-COVID facility capacity as outlined in the occupancy risk assessment (not greater than 1,000 patrons).
- Pines will follow guidance and information related to reducing the spread of COVID-19.
- Face masks are strongly encouraged for employees that may have mild cold symptoms, might be immune compromised or identified as a close contact.
- Pines will endeavour to deliver all facilities and services for customers, however, employee resources available may impact that service delivery.
- **ALL OTHER COVID-SAFE PRINCIPLES APPLY TO PINES OPERATION.**

## Channels for support:

- Your manager or leader is a good source of information, especially for questions about your work role.
- Other employees.
- Other managers and specialists.
- The PL employee wellbeing website offers access to a wide range of information.
- PL Mental Health First Aid Officers (MHFAO).
- Employee Assistance Program (EAP). PL's provider Converge International offers support.



# Thank you

Thank you for your patience and perseverance. Stay Safe.



*Returning to what we love doing!*