

Keilor Bowls & Community Club



COVIDSafe Plan



Our COVID Safe Plan

Business name: Keilor Bowls & Community Club
Site location: 2 Mercedes St Keilor Vic 3036
Contact person: Barry Dean COVID Coordinator
Contact person phone: 0419537345
Date prepared: 20 October 2020

Updated: 15 January 2023

INTRODUCTION

This Safe Plan is intended to assist Keilor Bowls & Community Club (KBCC) to prepare to safely resume and continue operations in accordance with the easing of restrictions and current directions issued by the Victorian Chief Health Officer. The Plan provides the framework and arrangements to govern the general operation of KBCC. These arrangements are intended to prevent the transmission of COVID-19 among members, visitors and the broader community.

The COVID-19 pandemic is an evolving situation; therefore, Keilor Bowls & Community Club will review this plan regularly and make changes as required. This review will be subject to the advice of Victoria's Chief Health Officer and the continued and effective management of the spread of (coronavirus) COVID-19.

KEY PRINCIPLES

This Plan is based on the following document:

- COVIDSafe Plan –Victoria State Government

The Plan also accepts as key principles that:

- The health and safety of members, visitors and the broader community is KBC number one priority.
- Members and visitors are engaged and briefed on KBCC COVID arrangements.
- Our arrangements are continually assessed and amended to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19.

RESPONSIBILITIES UNDER THIS PLAN

Keilor Bowls & Community Club Management Committee has the overall responsibility for the effective management and implementation of the protocols outlined in this Plan.

The Management Committee has appointed the following person as the Keilor Bowls & Community Club COVID Coordinator to:

- Act as a point of contact for information relating to this Plan.
- Revise the Plan as required and ensuring it reflects up to date information from government and public health officials.

NAME	Barry Dean
CONTACT NUMBER	0419 537 345
EMAIL	barryjdean@bigpond.com
COVID-19 TRAINING	Covid-19 Aged Care Module 7 Cleaning - Australian Government DOH. Operating a hospitality business in a COVID environment - Vic Government. Infection Control Cleaning – Australian Government

Keilor Bowls & Community Club requires all members, visitors and contractors to:

- Comply with all health directions and advice in relation COVID-19
- Act in accordance with Club protocols in relation to COVID-19.
- Refrain from visiting the Club if unwell.

This plan is available on our web site www.keilor.bowls.com.au


Authorised by Management Committee

Implementation Date: 20 October 2020



1. Ensure physical distancing



Requirements	Action
 <p>You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. 	<p>Our club house has been measured (Refer to appendix) and in accordance the</p> <p>2 sqm density quotient. Clubhouse 134 persons max. Cameron’s Corner 40 patrons max.</p> <p>4 sqm density quotient Clubhouse 67 persons max. Cameron’s Corner 20 patrons max. Signage at club entrances displaying density quotient when enforced.</p> <p>All areas will be in accordance with current Gov restrictions. Bowls will be in accordance with current Gov restrictions and Bowls Victoria Guidelines.</p> <p>Managed by COVID Coordinator & COVID Marshals</p> <p><u>Currently N/A</u></p>
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> Minimising the build-up of people waiting to enter and exit the workplace. Using floor markings to provide minimum physical distancing guides. Reviewing delivery protocols to limit contact between delivery drivers and workers 	<p>Approved signage is placed around the club to help ensure physical distancing especially within shared areas. Patron flow around and in the club is to be continually monitored by Bowls and Management Committee.</p>


Requirements	Action
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include: Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au.</p>	<p>Members and volunteer staff have been informed of the need for physical distancing.</p>
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p>Vic Govt density quotients are monitored and updated by COVID Coordinator and enforced by COVID Marshals.</p> <p>Currently N/A</p>



2. Wear a face covering



Mandatory

Requirements	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<p>Masks are strongly recommended when you cannot socially distance</p> <p>Responsibility of COVID Coordinator.</p>
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<p>Not Applicable</p>


Requirements	Action
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use.</p> <p>However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<p>Volunteer staff have been instructed in the correct wearing and disposing of COVID PPE.</p> <p>All staff have been briefed in relation to COVID Hygiene by the COVID Coordinator.</p>



3. Practise good hygiene



Mandatory

Requirements	Action
<p> You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You Should</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts 	<p>Cleaning and disinfecting in accordance with guidance from State public health authorities (refer to appendix). Cleaning Log has been implemented.</p> <p>High touch areas such as doors, tables, cupboard handles, phone and benches are wiped down regularly and disinfected.</p> <p>Disposable cups used for tea and coffee.</p> <p>The club has implemented strong hygiene and cleaning protocols.</p> <p>To ensure adequate supplies of cleaning products, including detergent and disinfectant are available a stock take will be completed on a weekly basis by Covid Coordinator.</p>

Requirements	Action
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	<p>Hand sanitiser is available at all entry points to and in the clubhouse.</p> <p>Supplies of hand sanitiser, paper towels and soap are available in all toilets, kitchen and Bar.</p> <p>Hand washing facilities are available in the toilets and Cameron's Corner.</p> <p>Extra supplies of soap, paper towels and hand sanitiser are located in the store room. COVID Coordinator responsible to monitor and re supply.</p>




4. Keep records and act quickly if workers become unwell



Mandatory

Requirements	Action
You must support workers to get tested and stay home even if they only have mild symptoms.	<p>All members are aware they must not attend the club if unwell.</p> <p>Greenkeeper has developed their own COVIDSafe Plan.</p>
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <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>	<p>If any member or visitor is detected of being unwell, they will be instructed to go home and seek medical advice. The Board Room can be used for the purpose of isolation if required.</p> <p>Further advice will be sought from DHHS</p>

Requirements	Action
<ul style="list-style-type: none"> • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • 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. • 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. • Having a plan in the event that you have been instructed to close by DHHS. • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work. 	<p>Any confirmed case will be documented in the Record of Injuries Log.</p> <p>Reference documentation will be: Preparing for a case of coronavirus (COVID-19) in your workplace. How to prepare and what to expect. 11 July 2020. Health and Human Services</p> <p>Workplace guidance for managing suspected and confirmed cases. Health and Human Services</p> <p>Re opening procedures will be on advice from DHHS.</p> <p>(Refer to appendix)</p>
 <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .</p>	<p>Currently N/A</p>
<p>You should implement a screening system that involves temperature checking upon entry into a workplace.</p>	<p>Currently N/A</p>



5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces.</p> <p>This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms• Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems	<p>Use of outdoor area for meetings when appropriate. Ceiling Fans. Doors open when appropriate.</p>



6. Create workforce bubbles

Requirements	Action
<p>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.</p>	<p>Not applicable</p>
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<p>Not applicable</p>

Amendment

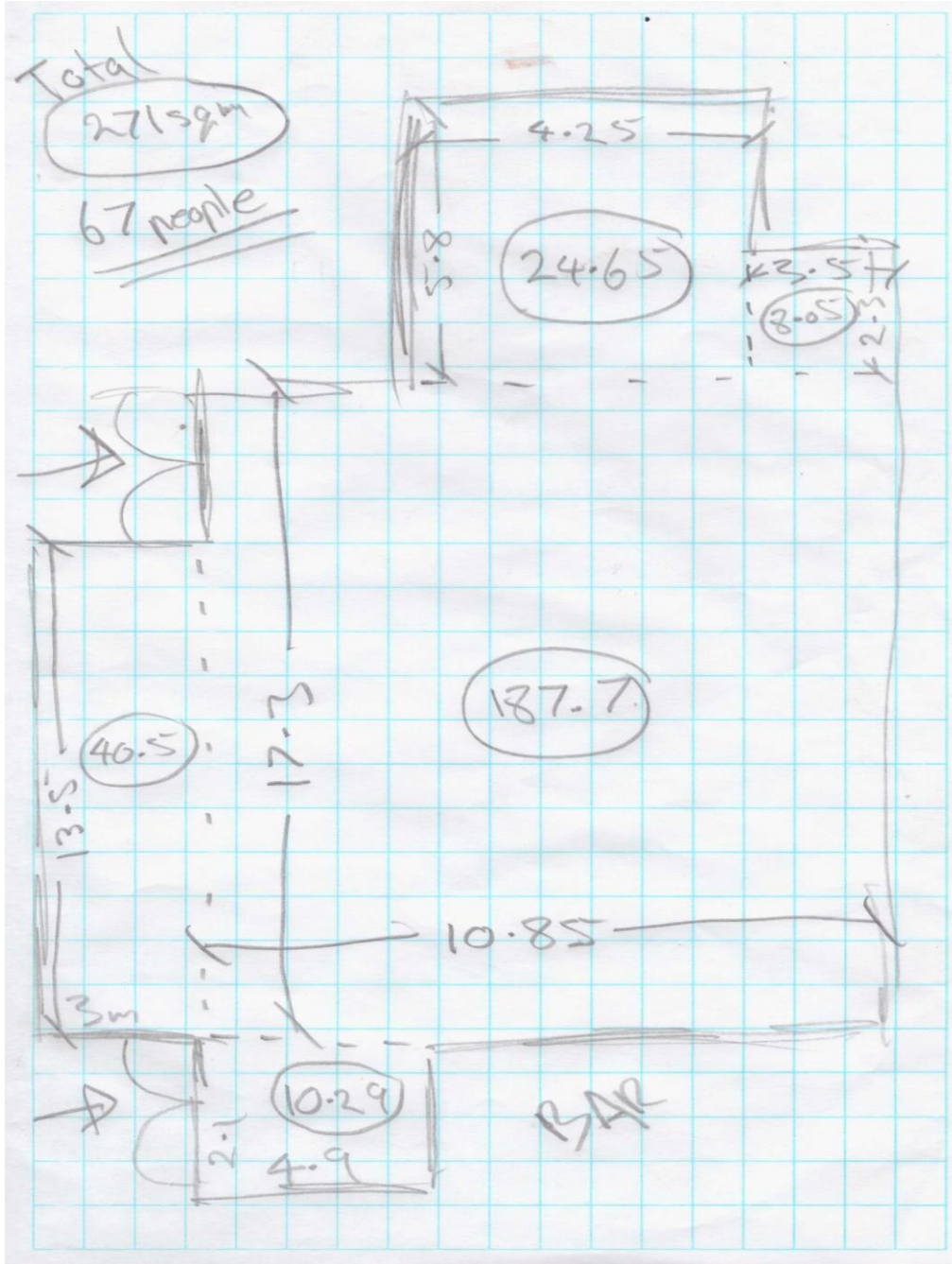
Amended by	Date	Amendment Page/Title
Barry Dean	10/11/20	4-5-6-8
Barry Dean	28/12/20	4-5-6-8
Barry Dean	5/2/21	4-5-6-8-9
Barry Dean	24/3/21	4-5-6-8-9
Barry Dean	3/5/21	4-5-8
Barry Dean	11/7/21	Complete Plan
Barry Dean	09/08/21	Complete Plan
Barry Dean	14/09/21	16-21-22
Barry Dean	22/09/21	3 & 7 13 to 23
Barry Dean	25/09/21	Added Appendix COVID Marshal Information
Barry Dean	25/09/21	Added Appendix COVID Marshal Information
Barry Dean	4/10/21	Bowls Victoria Return to Play Dated October 1
Barry Dean	20/10/21	Complete Plan
Barry Dean	01/11/21	Keilor Bowls & Community Club procedures in relation to current restrictions.
Barry Dean	18/11/21	Keilor Bowls & Community Club procedures in relation to current restrictions & Bowls Vic Vax Advice

Barry Dean	24/12/21	Pages 4-5-6-7-8-9
Barry Dean	23/04/22	Pages 4-5-8
Barry Dean	15/01/23	Pages 4-5-6-7-8-9

APPENDIX

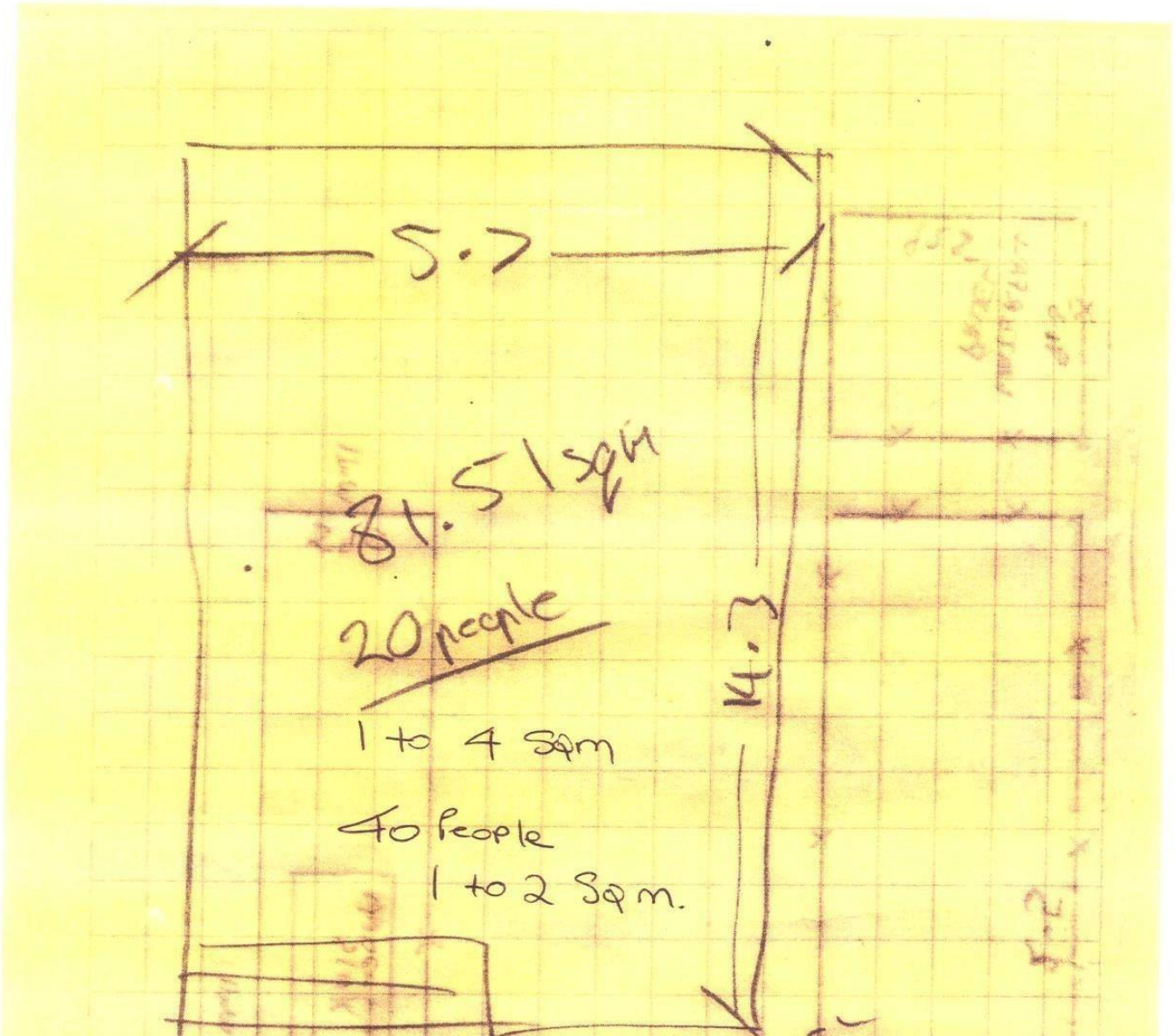
Topic
Measurements in accordance with density quotient. <i>Currently Not Applicable</i>
COVID Marshal qualifications.
Kiosk setup. <i>Currently Not Applicable</i>
KBCC QR code. <i>Currently Not Applicable</i>
Preparing your COVIDSafe Plan Template (Vic Government 24/11/22)

Clubhouse Measurements for DQ



1 to 4sqm = 67 persons max
1 to 2sqm = 134 persons max

Cameron's Corner Measurements for DQ



1 to 4sqm = 20 persons max.
1 to 2sqm = 40 persons max



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Keith Hinks

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20210808-4902428-2813284

on
08th August 2021



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

ROBERT DUDDINGTON

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20210809-4908598-2814784

on
09th August 2021



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Barry Dean

Completed an eLearning course in

Infection Control Training - COVID 19

on

26th May 2020



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Barry Dean

Completed an eLearning course in

COVID 19 - Aged Care Module 7 - Cleaning

on

26th May 2020

RETURN TO WORK E-LEARNING

This is to certify that

Barry Dean

has completed the course

Operating a hospitality business in a COVID-19 environment

Covering the following topics:

- Understanding COVID-19
- Workplace health and safety in a COVID-19 environment
 - Preparing the business for operations
 - Operating the business

on

3 June 2020

Issued by the Victorian Government

Verification code
2HHWCFABkq



**Government
of South Australia**

SA Health

COVID-19 AWARE

Professional Education Program

This is to certify that

Barry Dean

Completed the following training program:

South Australian COVID-19 Marshal Training

01 Nov 2020

Date of Training

8811466

Certificate Number





Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Joseph Watkins

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20210818-4959829-2827270

on
18th August 2021



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Susan Barclay

Completed an eLearning course in

Infection Control Training - COVID 19

on

21st April 2020



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Stephen McFarland

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20210919-5141018-2874612

on
19th September 2021



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Colin Neilson

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20211108-5422481-2972510

on
08th November 2021



Australian Government
Department of Health

aspenmedical

Certificate of Acknowledgement

This is to certify that

Lorraine Dean

Completed an eLearning course in

Infection Control Training - COVID 19

Certificate Number: 20211106-5414168-2970527

on
06th November 2021

Hi Barry,

Thank you for registering your business or venue for Kiosk check-in.

Follow these steps to set up Kiosk check-in on the device or devices you will be using to enter visitor details (make sure your device is online):

Step 1: Visit www.service.vic.gov.au/business/kiosk-check-in on your device and bookmark the link in your browser.

Step 2: Enter your 8-digit Kiosk Code **10124642** and select *Next*

Step 3: Enter the security code (a one-time password that is emailed to the Kiosk Contact after they enter the Kiosk code) and select *Verify*.

You will be shown a success screen letting you know that your device is now ready to check-in visitors who are not able to check-in themselves.

To check-in a visitor:

- Click **Open Check-in** to register your visitor's details (make sure the device is online)
- Enter the visitor's:
 - given name
 - family name
 - phone number (mobile or landline)
- Select **Check-in to this location**.

Make sure you apply the same hygiene rules as in any high-touch area.

A confirmation screen will appear and the visitor's details will be removed from the screen immediately. These details will not be stored on the device.

Remember to stay COVIDSafe

All businesses must have a [COVIDSafe](#) plan for onsite operations. Businesses must review and update their COVIDSafe Plan regularly, including when restrictions or public health advice changes. Find out more at coronavirus.vic.gov.au.

For further support with Kiosk Check-in, call Business Victoria on 13 22 15.

Thank you.

Department of Health
State Government of Victoria



CHECK-IN NOW



Keilor Bowls Club Inc
2 Mercedes Street Keilor
Keilor Bowls Club Inc



Location code Z7K GRL

- 
Use your phone to scan the code
- 
Enter your first name and phone number
- 
Look for the tick
You're now checked-in

Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: Z7K GRL



Service Victoria is the State Government's dedicated customer service agency.
We will only use or disclose your check-in information for coronavirus (COVID-19) contact tracing.
We'll delete your data within 28 days. Your details won't be used for marketing or other purposes.
Learn more: service.vic.gov.au/check-in



CHECK-IN NOW



Keilor Bowls Club Inc



Unable to scan? Download the Service Victoria app and use code:

Z7K GRL

Learn more at service.vic.gov.au/check-in



1 Scan code with the Service Victoria app or your phone camera.



2 Enter your first name and phone number.



3 Look for the tick. You're now checked in.

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Business Victoria Hotline

For further support on displaying your QR code poster(s)

Call 13 22 15

24/7 Coronavirus Hotline **1800 675 398**

Your

COVIDSafe

Plan



Please ensure you check the latest guidance at [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated.

For more information on our privacy policy, please email info@business.vic.gov.au or call the Business Victoria Hotline on **13 22 15**.

For help with your COVIDSafe Plan:

- visit [coronavirus.vic.gov.au/covidsafe-plan](https://www.coronavirus.vic.gov.au/covidsafe-plan)
- call the Business Victoria Hotline on **13 22 15**. Translators are available.

To receive this document in another format call 1300 650 172, using the National Relay Service 13 36 77 if required or email [<pandemicorderspolicy@health.vic.gov.au>](mailto:pandemicorderspolicy@health.vic.gov.au)

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Available at [COVID-19 resources](https://www.coronavirus.vic.gov.au/covid-19-resources-to-share) <<https://www.coronavirus.vic.gov.au/covid-19-resources-to-share>> (DH 2206244)

1 Does your workplace have a COVIDSafe Plan?

A COVIDSafe Plan is a list of health and safety actions. It is an important part of the occupational health and safety obligations of every workplace and describes how you will keep your workers, members, customers and the community safe. It also helps you prepare for a case of COVID-19 in the workplace.

Whilst COVIDSafe Plans are no longer required under Victorian Pandemic Orders, they are recommended by the Department of Health.

The Department of Health recommends that all workplaces maintain either a COVIDSafe Plan, or similar policies, for managing the risks associated with COVID-19.

2 Is your workplace COVIDSafe?

Your workplace's COVIDSafe Plan, or similar policy, should address how health and safety issues arising from COVID-19 will be managed in your workplace, including:

- actions you will take to mitigate the risk of COVID-19 being introduced into the workplace, including recommendations such as ventilation, mask wearing or physical distancing.
- your processes to manage when workers have COVID-19 symptoms or test positive for COVID-19 (which can include when staff are expected to test themselves, whether staff need to report if they are a positive case and how you will respond to positive cases in the workplace).
- Most COVID-19 vaccination and booster mandates ceased at 11:59PM on 12 October 2022 and were only retained for workers in specific healthcare settings under Secretary Directions issued on 13 October 2022.
- Although vaccination and booster mandates are no longer in place for workers who are not captured under the Secretary Directions, the Department of Health recommends that all Victorians remain up to date with their COVID-19 vaccinations, particularly those who work in sensitive settings. Businesses and industry not captured under the Secretary Directions may continue to implement their own vaccination requirements which exceed government requirements, within a COVIDSafe Plan or equivalent workplace policy.

Further information about keeping workplaces COVIDSafe is available at:

<https://www.coronavirus.vic.gov.au/business-and-work>.

3 What else can you do to reduce the risk of COVID-19 at your workplace?

Reduce the risk of COVID-19 transmission at your workplace by:

- encouraging workers to remain up to date with their COVID-19 vaccinations
- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face, indoors and when they cannot maintain physical distancing
- encouraging workers to stay home if they are unwell and get tested if they are symptomatic
- having environmental hygiene procedures in place such as cleaning/disinfection and making hand sanitiser available
- increasing airflow and reducing the recirculation of air

Further public health recommendations in relation to COVID-19 are available at:

<https://www.health.vic.gov.au/post-pandemic-declaration-public-advice-on-covid-19>.

4 Do your workers know your COVIDSafe Plan?

Workers should comply with the COVIDSafe Plan, so it's important they understand it. Ask for their input, including your Health and Safety representatives, and provide training. Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

5 Where can you access further information and support?

Assistance and support is available.

Businesses can find further information about managing the risk of COVID-19 in the workplace by:

- Visiting the Victorian Government Website at <https://www.coronavirus.vic.gov.au/business-and-work>
- Contacting the Business Victoria Hotline at **13 22 15**.

Businesses, particularly those operating in sensitive settings, should report outbreaks of COVID-19 to the Department of Health, so that Local Public Health Units can provide support managing the outbreak. This can be done online at:

<https://dhvicgovau.powerappsportals.com/outbreak-notification/>.

This is how you will keep your workers and customers safe:

Organisation name Keilor Bowls & Community Club

Trading name As Above

ABN/CAN 69 630 807 976

Contact person Barry Dean

Contact number 0419 537 345 – barryjdean@bigpond.com

Address 2 Mercedes Street Keilor 3036

Date reviewed 15 January 2023 Next review on going

Document how you will manage a COVID-19 case at your workplace

Recommendations

Testing enables early identification of cases of COVID-19 and supports immediate isolation to limit the ongoing transmission of COVID-19.

Workers who return a positive COVID-19 test result should:

- Isolate for at least 5 days, and until symptoms resolve.
- Notify people and places they have recently been in contact with, including their workplace, school, and household members.
- If they return a positive **Rapid Antigen Test**, report their result to the Department of Health online, or by calling **1800 675 398**.
- Discuss with their workplace when they should return to work.

Workers who are close contacts should undertake regular tests in the 7 days following their last contact with a person who has COVID-19. If they test positive, they should follow recommendations for positive COVID-19 cases above.

Workers with symptoms of COVID-19 should undertake a test for COVID-19 and remain isolated at home until they receive a negative test result. If they test positive, they should follow recommendations for positive COVID-19 cases above.

Workers who receive a positive COVID-19 test result or have symptoms of COVID-19 should not visit or work at a sensitive setting for at least 7 days. Close contacts should avoid visiting sensitive settings for at least 7 days and should be asymptomatic and follow testing recommendations if they return to work in sensitive settings during this period. Anyone attending a sensitive setting should undertake a COVID-19 test before doing so.

Businesses, particularly those operating in sensitive settings, should report outbreaks of COVID-19 to the Department of Health, so that Local Public Health Units can provide support managing the outbreak. This can be done online at: <https://dhvicgovau.powerappsportals.com/outbreak-notification/>.

Visit coronavirus.vic.gov.au/testing, coronavirus.vic.gov.au/checklist-cases and coronavirus.vic.gov.au/checklist-contacts for further information.

Action (add your responses)

Do your workers know to get tested and isolate at the first sign of COVID-19 symptoms?	Yes, including members
What will your workplace do if you or your workers need to isolate?	Isolate in accordance with Gov requirements
Who will notify workers if there has been a confirmed case on the work premises?	Covid Coordinator
Who will notify your health and safety representative?	Covid Coordinator
Who will notify the Department of Health in the event of an outbreak?	Covid Coordinator

Consider how vaccinations can make your workplace safe

Requirements

Limited vaccination and booster mandates have been retained under Secretary Directions issued on 13 October 2022. These mandates only apply to workers in the following limited healthcare settings – hospitals, public health services, residential aged care services operated by public health services, day procedure centres, ambulance services and patient transport services.

Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

Recommendations

Consider whether having a vaccination policy can continue to keep your workers safe from serious illness.

It is recommended that all Victorians remain up to date with their COVID-19 vaccinations, particularly those who work in an essential service industry or sensitive setting.

Action (add your responses)

Is there a requirement, or policy within your workplace, to sight and record the vaccination status of your workers? If so: Yes

Who will check the vaccination status of your workers?	Management Committee
How will you manage the records of vaccination status?	Computer File
If your workplace operates across multiple sites, how will the records be managed — centrally or by location?	N/A

Wear face masks to reduce the risk of COVID-19 transmission

Recommendations

Wearing a high-quality, well-fitted face mask lowers a person's chance of catching and spreading COVID-19.

Face masks are strongly recommended for:

- staff and visitors attending sensitive settings
- people who have COVID-19, for at least 7 days after receiving a positive COVID-19 test result, if they need to leave their home, if indoors, or if unable to physically distance
- people who are a close contact of someone who has COVID-19 for at least 7 days, if they need to leave their home, if indoors, or if unable to physically distance
- people who have symptoms of COVID-19
- people who are at a higher risk of adverse outcomes to COVID-19, or in the company of someone who may be at a higher risk of adverse outcomes to COVID-19.

Visit coronavirus.vic.gov.au/face-masks for further information.

Action (add your responses)

Do workers know the face mask policy for your workplace?	Yes- Face masks are to be worn if patrons cannot socially distance, unwell and above.
Who will make sure workers understand how to wear face masks correctly and when they should wear them?	Staff and Vols have been instructed on correct use of PPE.
Will your workplace provide workers with face masks?	Yes. Supply in store room and behind the bar.

Improve indoor air quality

Recommendations

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.

Action (add your responses)

Can doors and/or windows be opened?	Yes – opened when applicable.
Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	Yes – used regularly.
Do you regularly service your HVAC systems including upgrading filters?	Yes
Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?	N/A
If air cleaners are in use, are they maintained regularly and are there policies in place to guide their use?	N/A

