

# LCC Sports Complex Covid-19 Management Plan

Capacity – 1 person per 4sqm for all areas.

**Updated News 27/07/2020**

The current Public Health Order has applied from midnight on the night of Tuesday 7 July 2020.

The Public Health Order does not impose any offences on venues, including clubs, who admit entry to individuals required to self-isolate.

However, ClubsNSW recommends that clubs should have regard to the Public Health Order in their screening processes and COVID-19 Safety Plan.

Clubs may have a duty under work, health and safety legislation to take reasonable steps to restrict entry to patrons who are required to self-isolate under the Public Health Order.

**LCC procedure for all patrons entering the Club, Hotel & Sports complex is as follows: Victorians visiting the venue.**

Door Staff are to ask all patrons attempting to enter the club whether they have visited Victoria after the 7<sup>th</sup> July (from the 21<sup>st</sup> July the question will be Have you visited Victoria in the previous 14 days) and refuse entry to patrons who state they were in Victoria in that period

- if a patron attempting to enter the club presents identification specifying a residential address in Victoria – ask the patron if they were in Victoria within the last 14 days and refuse entry to patrons who state they were in Victoria in that period.
- ask all employees if they were in Victoria within the last 14 days and ensure employees who state they were in Victoria in that period do not attend work.

**Staff are required to ask the following questions to all patrons on arrival to the Club, Hotel & Sports Complex.**

- **Q: Have you visited Victoria in the previous 14 days) and refuse entry to patrons who state they were in Victoria in that period.**
- if a patron attempting to enter the club presents identification specifying a residential address in Victoria – ask the patron if they were in Victoria within the last 14 days.
- **A: Entry to patrons who state they were in Victoria in that period will be refused.**
- **Ask all employees if they were in Victoria after the 7 within the last 14 days.**
- **A: Staff who state they were in Victoria in that period are not to attend work & are to be tested & self-isolate for 14 days.**

## LCC Sports Complex Covid-19 Management Plan

Capacity – 1 person per 4sqm for all areas.

### Positive Case Response procedures- Sports Complex.

27/07/20

#### Notification from Health NSW - Positive Covid Case recently at the workplace. Venue shutdown.

If NSW Health notify LCC that a person recently at the venue has tested positive within the workplace for Covid-19.

1, **Duty Manager or Reception Staff** are to obtain the following information from NSW Health while on the phone,

- NSW Health representatives name –
- Patrons Name –
- The dates the patron attended the venue –
- What time the patron was at the venue on the days specified –
- Recommendations from Health NSW –

2. **Closure the Venue** – Follow the controlled Evacuation steps below,

- **Duty Manager is to announce** - Due to notification from NSW Health of a positive Covid-19 case recently on the premises of the LCC Sports Complex between the following dates **00/00/20 & 00/00/20** we are activating our emergency response procedures & will be closing in 15min please collect your belongings and exit the building in an orderly manner, we apologize for any inconvenience & will keep you updated in the progress of this situation. Please ensure you sign out on exiting the building.
- Staff are to close all areas as per the normal closing procedures.
- Staff are to go directly home & isolate until contacted by management to confirm if they have been exposed to the positive case and if immediate covid testing is required.

3. **Notify the following Management**,

- David Vidler – 87844816 or 0414 468 095 after hours.
- Mark Russell – 87844814 or 0418 976 135 after hours.
- Ben Atkins – 87844815 or 0412 486 824 after hours.

4, **Notify the Critical Disinfection services team at Rentokil to activate site cleaning process.**

- Tracie-Lee – 0468 574 694 Business hours
- Zoran – 0434 208 743 Business hours
- Thu Ly – 0420 946 857 after hours.
- Rentokil national 1300 651 976

5. **REVIEW** Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

# LCC Sports Complex Covid-19 Management Plan

## Objective:

To adhere to NSW Health & Clubs NSW guidelines as of the (27/07/2020) & maintain the following key points

- Encourage & enforce social distancing as per the current NSW Health department guidelines & in line with Clubs NSW recommendations.
- Maintain a cleaning schedule throughout the venue & document accordingly in each operational area.
- Personal Hygiene methods & procedures are to be adhered to by all staff & contractors visiting the venue.
- Personal Hygiene sanitizing stations are available for all Staff & patrons in all areas.

**Know the symptoms of Covid-19** – Cough, Fever, Sore scratchy throat, shortness of breath.

## **Closest Covid-19 Testing Facility**

Liverpool Hospital – Corner of Elizabeth & Goulburn street Liverpool

## **When to stay home or go home.**

If you feel you have any of the symptoms above STAY HOME.

If you have been in contact with a person who has symptoms or has been diagnosed positive to covid-19 STAY HOME.

## **Conditions of Entry**

- All Members, Visitors & contractors are to present/supply identification on arrival either a membership card & contact number or government approved Identification & state the area they will be attending ie: Gym, Ice Rink, Mini Golf
- All Members, Visitors & contractors will be recorded when exiting the venue.
- 1.5mtr Social Distancing applies in all areas of the Sports Complex
- All patrons are to adhere to directional flow signage,
- COVID safety marshalls are located throughout the venue is high vis to assist & maintain 1.5mtr social distancing laws.
- Towels must be used within the gym, *no towel no entry*.

## **Temperature Testing**

All staff & patrons are required to be tested on arrival. Any persons showing a temperature that exceeds 37.5 degrees are to be advised to seek medical advise & refused entry, any patron or staff member who refuses to be tested will be refused entry.

## **Failure to follow Liverpool Catholic Club's Covid-19 guidelines.**

*Staff are to advise management if they feel a customer is showing signs of covid-19 or ignoring social distancing laws.*

Patrons can be refused entry or asked to leave the venue for showing symptoms of Covid-19 or failure to adhere to the 1.5mtr social distancing laws & guidelines.

## LCC Sports Complex Covid-19 Management Plan

### Covid-19 at the workplace

If you start to feel unwell while at work you are to isolate yourself from others and notify your supervisor or manager. DO NOT CONTINUE TO WORK and follow these steps.

You or a person you are concerned about is at the workplace and may have Covid-19

1. **ISOLATE** Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.
2. **SEEK ADVICE** Call your state or territory helpline **NSW 1300 066 055** & follow advice of public health officials.
3. **TRANSPORT** Ensure the person has transport to their home or to a medical facility.
5. **IDENTIFY & INFORM** Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.
6. **REVIEW** Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

### Positive Covid Case recently at the workplace

The person you are concerned about was recently at the workplace

1. **SEEK ADVICE** Call your state or territory helpline. Follow advice of public health officials.
2. **IDENTIFY & INFORM** Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.
3. **CLEAN Clean** and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.
4. **REVIEW** Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

### Staff are to Practice 1.5mtr social distancing while at work.

When serving customers or working with other staff members keep 1.5 meters away from others wherever possible & avoid all physical greetings such as hand shaking, Hi 5's, hugs and kissing other staff.

# LCC Sports Complex Covid-19 Management Plan

## Practice Good Hygiene guidelines

workers and visitors to the workplace to practice good hygiene while at the workplace. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel or air dryer. Everyone must wash their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash hands.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose, and mouth
- dispose of tissues into a closed bin
- wash their hands before and after each task.
- clean and disinfect shared equipment after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and
- have no intentional physical contact, for example, shaking hands and patting backs.

## Procedures

The following procedures are broken down into specific area's such as all entry points, Gym reception, Gym floor, Group fitness classes, FOH catering, BOH catering & Toilet areas.

**Cleaning Process** - All surfaces are to be cleaned by using a 2-step process.

Step 1 – Wash/wipe with Hot soapy water.

Step 2 – Sanitize with the Wattle Sanitizer, Spray surface & wipe off.

Staff are to wear gloves at all times while cleaning, face masks are also available but not mandatory. Gloves are to be changed after each Step/task - Step 1 & Step 2 or cleaning & food handling or serving.

Staff are to follow the ***Practice good hygiene guidelines*** at all times

## **Gym Entry – Covid Marshall must be on duty at all times of operation.29/07/2020**

All entry & exit points should have a clearly marked separate entry & exit directional passage with appropriate signage on the floor and doors internally & externally.

Patrons will be required to provide their name & contact number or membership card on arrival & when exiting the venue failure to provide these details will result in the patron being refused entry. Sanitizing stations are to be at all entry & exit points and is mandatory to sanitize prior to entering the complex/gym & advised to do so on exiting.

(Patron information is to be kept for a minimum of 28 days)

# LCC Sports Complex Covid-19 Management Plan

## Single use Pen Policy

Pens will be supplied for single use only, once the customer has used the pen they are to place it in a box supplied for sanitation by staff (Wattle Sanitizing spray is to be used) PPE is to be worn.

Staff are to have a pen for their use only for the duration of the shift & discard or sanitize at the completion of their shift, if at any time you have to share the pen the pen is to be sanitized before it is used again or discarded.

## Gym Floor

All Patrons are to have a towel at all times & follow the Conditions of entry.

Water refilling stations are to be closed/turned off.

All equipment is to be cleaned & sanitized hourly & recorded on the cleaning schedule sheet.

Frequently touched areas on equipment are to be cleaned via the 2-step cleaning process after each use.

Gym floor staff & personal trainers are to limit contact with customers ie: limit physical contact whilst instructing where possible, no shaking hands, no hugging etc

Programs can be written for a client keeping in mind contact with the client is to be limited, equipment is to be sanitized between showing the client how to use equipment and the client using the equipment.

Staff are to encourage 1.5mtr social distancing at all times.

Patrons gathering on the gym floor are to be advised to adhere to the 1.5mtr social distance guidelines or vacate the venue once finished training.

## Group Fitness Classes

No more than 20 customers per class.

All equipment & floor area must be cleaned & sanitized after each class & documented.

Reduce contact/commingling between groups and enforce social distancing 1.5mtr at all times.

Allow additional time before and after classes to allow people to vacate the room & for equipment to be cleaned & sanitized & document. (refer to cleaning check sheet)

## Ice Rink

All entry & exit points should have a clearly marked separate entry & exit directional passage with appropriate signage on the floor and doors internally & externally.

Patrons (excluding school students attending school sport) will be required to provide their name & contact number or membership card on arrival & when exiting the venue failure to provide these details will result in the patron being refused entry.

Sanitizing stations are to be at all entry & exit points and is mandatory to sanitize prior to entering the complex/Ice Rink & advised to do so on exiting.

Staff are to clean & sanitize all hard surfaces following the 2-step cleaning process ie; tables, chairs, door handles, railings.

Ice Skates are to be sprayed inside the boot with ELIMIN 8 air freshener & neutralizer this also kills 99.9% of viruses & germs (Stated by manufacturer) and the external plastic is to be sprayed & wiped with the wattle sanitizer & wiped clean.

(Patron information is to be kept for a minimum of 28 days)

# LCC Sports Complex Covid-19 Management Plan

## **School Sport**

Schools will be permitted to utilize the Ice Rink & group fitness area.

While school groups are in the Ice rink there is to be no public skaters, this eliminates any co-mingling between students & patrons.

Schools will be permitted to use the group fitness areas only (Gym floor equipment is not to be used)

## **Queuing within the complex**

On Entry - As there are large numbers of students arriving at once we ask all schools attending the Ice rink to congregate outside on the oval adjacent to the complex & enter through entry point "B" 20 students at a time, students are to follow the directional markings outlined.

On exiting – students are not to congregate within the café or seated dining areas and are to exit the complex on completion of the activity. Schools are to utilize the oval adjacent to the complex while waiting for transport back to their school.

It is the responsibility of the school/teachers to supervise and instruct the students to follow these guidelines at all times.

**Group Fitness** - Instructors of all group fitness classes are to keep a 3mtr spacing between them (stage) and the students during the class, this is to remove potential airborne droplets traveling towards the students while the instructor is projecting instructions.

Group fitness classes are to be capped at 20 per class.

## **All Dining areas FOH**

All surfaces are to be cleaned prior to every service, after an area has been utilized & at the conclusion of each service period. Service areas are to be cleaned every ½ hour.

Tables are to be positioned to support the 1.5mtr social distancing rule.

The following areas will need to be cleaned using the 2- step process

- Tabletop & edges
- Chairs
- Wall surfaces that are in range to be in contact by a patron.
- Counter areas
- POS terminals – Sanitize using the Wattle spray only
- Handrails
- Door handles

Staff clearing plates & crockery etc are to wear gloves at all times.

Gloves must be changed between tasks, after a break, after going to the bathroom.

## **No Self-Serve areas**

There is to be no self-serve options of any type for patrons to access.

Gym reception fridge is to be accessed by Staff only no patrons are to self-serve.

## LCC Sports Complex Covid-19 Management Plan

### All Dining areas BOH

At this point of time there is no evidence covid-19 can be transferred through the preparation of food (As per NSW Health). However, staff are to practice a high level of personal hygiene when preparing or cooking all meals. Service areas are to be cleaned every ½ hour.

Staff are to wash & sanitize hands regularly & between each task for example cleaning & food prep. Staff are to follow the ***Practice good hygiene guidelines*** at all times

It is advised where possible to promote contactless delivery and invoices are to be emailed to the accounts department.

### Toilet areas – High Risk area

Restrooms pose a greater risk of COVID-19 transmission due to the frequency of people touching the same surfaces – these include door surfaces, door handles, door locks, toilet seat and buttons, taps, washbasins, counters. This area is to be cleaned every ½ hr.

The continuous linen towels are to be removed from bathrooms & replaced with paper towel where an air dryer is not present.

### Showers

Showers are not available for use & it is recommended Patrons shower at home.

### Recommendations

Clean restrooms frequently using the 2-step cleaning process every hr in all areas, all staff cleaning restrooms are to wear disposable gloves and possibly other personal protective equipment (PPE) such as eye-protection and a mask.

### PPE – Personal protection Equipment

Gloves, Masks & eye protection

### Signage

1.5mtr social distance applies here

Contactless pay options available

Floor indicators

Directional signs (located in foyer areas)

How to wash your hands

How to rub your hands

Social distancing within lifts

Covid-19 in the workplace

Area limitation signs

### Area Maximum Capacity – Sports Complex Ground Floor

Gym Main floor area                    494sqm / 4 = 123ppl Area Currently capped @ 100ppl until 1<sup>st</sup> July

Ladies Gym area                         185sqm / 4 = 46ppl

Sports Café seated area                70sqm / 4 = 17ppl

Ice Rink                                      From 1<sup>st</sup> July it will be 1 per 4sqm -480ppl

Ice Rink seated area                    16ppl

Group Fitness                             Max 20 per class upstairs, ladies gym classes 20





# Conditions of Entry During

## Covid-19 restrictions

- All Members, Visitors & contractors are to present/supply identification on arrival either a membership card & contact number or government approved Identification.
- All Members, Visitors & contractors will have their temperature taken, excess temperatures of 37.5 degrees will be refused entry.
- All Members, Visitors & contractors will be recorded when exiting the venue.
- 1.5mtr Social Distancing applies in all areas of the club and comingling between groups is not permitted.
- All patrons are to adhere to directional flow signage in & out of each area & floor 1.5mtr markings.
- COVID safety marshalls are located throughout the venue in high vis to assist & maintain 1.5mtr social distancing & Covid-19 laws.
- To consume food or beverage you must be seated at all times.
- If you been to Victoria within the last 14 days Entry will be refused & you are required to self-isolate for 14 days.
- **If you have attended any of the locations listed below you are to get tested immediately & self-isolate for 14 days.**

Bus Route X39 Pitt st – Randwick 20<sup>th</sup> Aug  
Hunters Hill Bowling Club – 23<sup>rd</sup> Aug  
Randwick – Fitness First – 23<sup>rd</sup> Aug

Highfield Caringbah - 22<sup>nd</sup> Aug  
Marrickville Anytime Fitness 24<sup>th</sup> Aug  
City Tattersalls Club fitness centre – 19<sup>th</sup>,21<sup>st</sup>,23<sup>rd</sup>,24<sup>th</sup> & 25<sup>th</sup> Aug