

# CIA Sport and Recreation COVID Safety Plan: Phase FIVE v.2

## Premises Details

<b>Premises name:</b>	Cockburn Ice Arena	<b>Prepared by:</b>	Julie Tresham
<b>Type of premises:</b>	Sport & Recreation / Food and Licensed Venues	<b>Position title:</b>	HR Manager
<b>Street Address:</b>	401 Progress Drv, BibraLake WA 6163	<b>Completion date:</b>	13-Jul-2021
<b>Contact Number:</b>	0411 336 007	<b>Revision date:</b>	30-Sep-2021
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## Cockburn Ice Arena agrees to the following safety requirements:

- ✓ Maintain mandatory contact registration
- ✓ Maintain physical distancing
- ✓ Maintain hygiene standards and conduct frequent cleaning
- ✓ Carefully manage shared spaces to ensure physical distancing
- ✓ Events with more than 500 patrons will complete a COVID Event Checklist

The introduction of Phase 5 removes the remaining capacity restrictions in place for businesses and venues including the removal of the 2sqm rule. This COVID Safety Plan outlines Cockburn Ice Arena's safety requirements specific to Recreation and Food & Licensed venues.

## 1. Physical and social distancing

### Physical and social distancing

CIA mandates physical distancing/social distancing as one of the most effective methods of reducing the spread of virus. We require all attendees to maintain 1.5 metre separation between people. Nominated Hygiene Officers are rostered on each shift to ensure one person on the work floor is responsible for keeping everyone the required 1.5mtr distance apart, and to supervise and guide on the principles of safe COVID-19 practices. Abundant social distancing and signage is displayed.

Restaurant staggered booking practices are in place, with a minimum distance of 1.5m between each table or different groups of patrons. Restaurant layout may be adjusted throughout the day to accommodate different sized groups and ensure physical distancing principles can be followed. Patrons are required to self-regulate their distancing at the table.

## 2. Hygiene

### **Hygiene and infection control preventative measures**

Enhanced hygiene reduces disease transmission.

#### All must:

- Sanitise upon entering the building
- Register attendance into the venue using the SafeWA app, or paper-based register (kept for 28 days). Staff time attendance is kept via payroll clock-in and out software.
- Maintain a social distance of 1.5 metres between people
- Perform hand hygiene frequently
- Avoid touching eyes, nose and mouth
- Practice respiratory hygiene by sneezing/cough into flexed elbow/tissue, immediately dispose of tissue
- Stay at home if unwell. If you develop symptoms seek medical advice
- Stay up to date with the latest advice

#### Employee responsibilities:

- Wear PPE where practicable
- Ensure all visitors register their attendance into the venue using the SafeWA app, or paper based register.
- Frequently clean and disinfection workspaces, particularly surfaces/objects that are frequently touched
- Disinfect shared equipment between use. Specifically, rental skates, helmets and skating aids.
- Identify and report risks to work health and safety to your supervisor
- Ensure others are implementing appropriate physical distancing

#### Ice sport participants must:

- Apply personal hygiene measures including hand hygiene regularly, plus strictly pre and post training.
- Shared equipment for Ice Sports is rare, however if this occurs it must be cleaned in between use.

### **Routine cleaning and disinfection principles for COVID-19**

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Frequent cleaning and disinfection procedures are adhered to (at minimum daily), including hourly disinfection of high-touch areas as a minimum with Viraclean surface disinfectant which is proven effective against a broad range of bacteria including Influenza virus and Coronaviruses including SARS-CoV-2 (COVID-19).

Cockburn Ice Arena complete an enhanced cleaning procedure that decontaminates an area following suspected COVID-19 case with an infectious/communicable disease. Infectious cleaning requires both thorough cleaning and disinfection for environmental decontamination.

### **Food handling hygiene**

Food handlers must maintain strict requirements around their health and hygiene.

### 3. Staff training and education

#### Emergency Response Plan to COVID-19

Comprehensive training is provided to all staff to prevent and reduce the impacts and consequences of any pandemic outbreak on the business, workplace participants, and our skating and dining community.

Food Handling staff have completed the mandatory COVID-19 Tier One Hygiene course, with Managers and Supervisors completing Tier Two Hygiene Officer course and recorded as completed on our HR Information System.

'Covid-19 Safety Plan' communication boards remind staff of their training. Cockburn Ice Arena promotes Government and Public Health Authorities education materials, resources and publications to continue to educate.

#### Education of community sport members

Cockburn Ice expand the training and education to include ongoing education of our community sport members about COVID-19 risk mitigation strategies to promote and set expectations for the required behaviours..

The Cockburn Ice Arena website hosts a page dedicated as a 'COVID-19 Update' to inform patrons that 'If you have flu-like symptoms seek medical advice. Call ahead if going to the doctor. If you need to enter quarantine because of the health and safety risk you may pose on our venue, please contact us immediately'. This instructive page continues to be updated and is a resource for our patrons.

### 4. Compliance

#### 4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes  No

Comments:

## Response Planning

Cockburn Ice Arena manages all hazards within an ongoing cycle of activities in the four areas of:

**Prevention, Preparedness, Response, and Recovery.**

The company will monitor and investigate outbreaks as they occur to respond promptly and effectively to minimise any Novel Coronavirus outbreak impact. However, in an environment of community transmission of COVID-19, any individual with respiratory symptoms should be considered a possible case of COVID-19. It is important that a structured monitoring process is in place to ensure early detection of illness. Cockburn Ice Arena has developed a clear protocol for managing unwell staff or patron.

### Prevent and Monitor

- All visitors must register attendance via the SafeWA app or paper based register (kept for 28 days). Staff time attendance is kept via payroll clock-in and out software.
- Staff ongoingly educated regarding early reporting of respiratory symptoms.
- Cockburn Ice Arena promotes a COVID-Secure Premise and requests that staff or patrons do not enter the venue if experiencing common signs of infection.
- Anyone who is unwell should use a cautious approach and be referred to seek medical advice.
- If unsure about symptoms, or to obtain advice on whether to seek medical help or get tested, refer to the healthdirect Coronavirus (COVID-19) Symptom Checker <https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker>
- Follow up reported symptoms by appointed CIA personnel.
- At all times Cockburn Ice Arena ready to respond and adhere to the directives of Public Health Authorities.
- CIA recommend staff and patrons download the Government COVID-19 contact tracing app COVIDSafe

### Suspected COVID-19 case

#### Quarantine protection measures

Any potential COVID-19 case must self-isolate until COVID-19 has been excluded, and they have been medically cleared by a doctor to return. Isolation of close contacts will be a decision for medical staff, based on case specific details

#### Employees and Patrons must:

Report any common signs and symptoms of COVID-19 or any interaction with close cases or coronavirus-related concerns immediately to the leadership team. An employee or patron may be required to enter quarantine for 14-days because of the workplace health and safety risk they may pose.

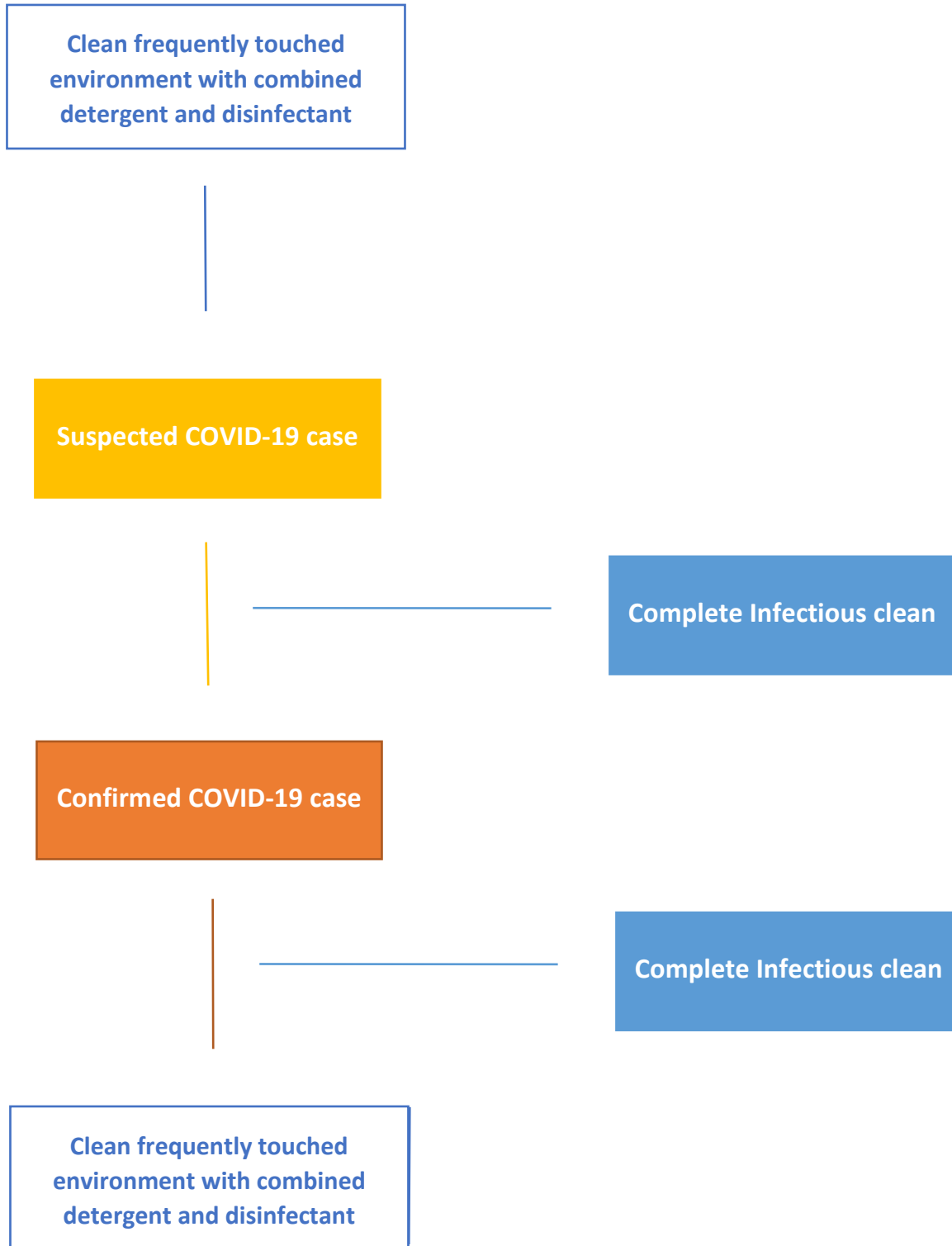
#### Infectious clean measures

Cockburn Ice Arena must complete an enhanced cleaning procedure that decontaminates an area following suspected COVID-19 case with an infectious/communicable disease. Infectious cleaning requires both thorough cleaning and disinfection for environmental decontamination.

Cleaning must be followed by or combined with the use of Viraclean surface disinfectant which is proven effective against a broad range of bacteria including Influenza virus and Coronaviruses including SARS-CoV-2 (COVID-19). Cleaning must be conducted with the use of all required PPE – surgical mask, protective eyewear and gloves. All surfaces must be cleaned and floors mopped. Once completed, staff must remove PPE and perform hand hygiene and replace with new PPE. All cleaning equipment must be appropriately cleaned and returned it to the cleaners' room or storage area. Discard any waste and perform hand hygiene

# CIA Infectious clean measures

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## Confirmed COVID-19 case

### 1. Keep others away from the person

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures taken must be reasonable.

### 2. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and seek government health advice where necessary. Any member or participant who appears unwell should be requested to leave or to isolate away from the group or class as appropriate. People under 18 should not be left alone. Return to the group should only occur following medical advice.

### 3. Transport

Ensure the person has safe transport home, to a location they can isolate, or to a medical facility if necessary.

### 4. Clean and disinfect

Close off the affected areas and do not let others use or enter until cleaned and disinfected as per infectious clean measures. Open outside doors and windows if possible to increase air flow.

### 5. Assisting public health to identify close contacts

COVID-19 is a notifiable disease and Local Public Health Authorities must be informed. Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements. Public health officers have a range of powers that require you to provide information including personal information.

In the meantime, for the purposes of undertaking a workplace risk assessment consider who the affected person may have had recent close contact with.

### Review risk assessment

If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available. Continue to promote prevention and control strategies appropriate to the workplace, in consultation with their staff, and ensure that all staff are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, and assess and decide whether any changes or additional control measures are required.

## Returning after recovery from COVID-19

Employees and Patrons must provide medical clearance from their doctor advising that they no longer pose any infection risk to their community and have sufficiently recovered to safely return.



Sport and Recreation



Premises name

Cockburn Ice Arena

## Phase 5 COVID Safety Plan Certificate

**Welcome. We are a business implementing COVID-safe principles.**



**Contact registers**



**Physical distancing**



**Frequent cleaning and disinfection**



**Manage shared spaces**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**

**We're all in this *together.***

Prepared by:

Julie-Rene Tresham

Date

13-Jul-2021