

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name:

Agrees to the following safety requirements:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Encourage COVID-19 vaccination | <input checked="" type="checkbox"/> Take steps to improve indoor ventilation |
| <input checked="" type="checkbox"/> Maintain mandatory contact registration where required | <input checked="" type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning and disinfection |
| <input checked="" type="checkbox"/> Encourage physical distancing | <input checked="" type="checkbox"/> Advise staff to stay home if unwell and get tested |

- 1 Refer to the **COVID Safety Guidelines** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Cockburn Ice Arena	Prepared by:	T.Everett
Type of premises:	Sport & Recreation / Food and Lice	Position title:	HR Manager
Street address:	401 Progress Drive Bibra Lake	Completion date:	3 March 2022
Contact no:	9411 0300	Revision date:	3 March 2022
Email:	hr@cockburnicearena.com.au		

- * For the sections below, please complete the form and attach additional pages or information as required.

1. COVID-19 vaccination

- **What will be done to comply with any mandatory vaccination requirements and encourage staff to access vaccines?**

Consider: any legal requirements regarding mandatory vaccination for staff, patrons and premises, staff education, mechanisms to encourage and promote access.

- Mandatory COVID-19 Vaccinations apply to our employees and for entry into our venue.
- Employees have been informed of and comply with the WA Government Mandates that apply to their employment.
- Customers/Visitors to the venue are required to comply with WA Government mandates in relation to mandatory COVID-19 Vaccinations.
- Proof on Vaccination records of customer/visitors are viewed by staff on entry into the building.
- Posters are displayed on entry to the building explaining the proof of vaccination entry requirements.

2. Contact registration

- **What will be done to implement contact registration requirements as relevant to the premises?**

Consider: legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

- Register attendance into the venue using the SafeWA app or paper-based register (kept for 28 days).
- SafeWA QR codes are displayed at all entry points to the building and at the reception desks.
- Staff time attendance is kept via payroll clock-in and out software.

3. Physical distancing

- **What will be done to implement physical distancing principles?**

Consider: physical distancing for staff and patrons; management of waiting areas etc.

- We require all attendees to maintain 2 metre separation between people who are not from the same household and maintain a minimum of 2sqm per person.
- Nominated Hygiene Officers are rostered on each shift to ensure one person on the work floor is responsible for keeping everyone the required 2 metre distance apart, and to supervise and guide on the principles of safe COVID-19 practices.

- Abundant social distancing and signage is displayed.
- Traffic ingress and egress floor signage provides direction and Queue Management Systems are in place to ensure social distancing practices.
- A 'Get in, train and get out' strategy is promoted for ice sport participants.
- Reconfigured venue layout in Restaurant and Café maintain a 2 metre distance between each table of different groups of patrons. Staggered booking practices are in place.
- WA Government capacity limits have been implemented in each location.

4. Ventilation

- **What will be done to improve ventilation?**

Consider: measures to improve air flow and quality in indoor settings, adequate cleaning and maintenance of ventilation systems

- Desiccant humidifier in both Ice Rinks to keep the air dry, reduces humidity to 30-40% and increases air circulation.
- Office areas are well ventilated with air conditioning units running and windows open.
- Ventilation systems are serviced in accordance with maintenance schedules.

5. Hygiene

- **How will you ensure required hygiene, cleaning and disinfection standards are maintained?**

Consider: hygiene protocols and practices; supply of cleaning, sanitiser, and disinfection products etc.

All must:

- Sanitise hands upon entering the building and wear a mask (school year 3 and above).
- Only sports athletes engaged in vigorous exercise are permitted to remove their mask when on-ice, and must place on a mask when off-the-ice.
- The requirement to wear a mask is now expanded to include children in school years 3-6 in all public indoor settings.
- 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, isolate and seek medical advice.
- Stay up to date with the latest advice

Employee responsibilities:

- Wear PPE where practicable
- Frequently clean and disinfection workspaces, particularly surfaces/objects that are frequently touched
- Follow the cleaning procedure for your work area.

- Disinfect shared equipment between use. Specifically, rental skates, helmets and skating aids.
- Identify and report risks to your supervisor

Ice sport participants must:

- Apply personal hygiene measures including hand hygiene regularly.
- Shared equipment for Ice Sports is rare, however if this occurs it must be cleaned after each use.

Routine cleaning and disinfection principles for COVID-19:

- A combination of cleaning and disinfecting will be most effective in removing the COVID-19 virus. Frequent cleaning and disinfection procedures are adhered to (at minimum daily and shift change), including 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 and/or an infectious/communicable disease. Infectious cleaning requires both thorough cleaning and disinfecting for environmental decontamination.
- Patrons must sanitise upon entering the building.
- Promotion of 'cashless payment preferred' at all registers.

6. Training and education

- **How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?**

Consider: staff training; records of training; additional education; signage; guidance material etc.

- We have educated the workforce on the common signs of infection, in addition to the venue displaying signage to continue to educate and prevent the spread of infection.
- The Cockburn Ice Arena website hosts a page dedicated as a 'COVID-19 Update' to inform patrons of current requirements and information as it relates to our venue. This instructive page continues to be updated and is a resource for our patrons.
- Employees are regularly kept up-to-date via our staff updates page.
- Rostered staff have completed the mandatory COVID-19 Tier One Hygiene course, with Managers and Supervisors completing Tier Two Hygiene Officer course. Records are kept on our HR Information System.
- Auxiliary e-learning was also mandated for completion by all rostered staff which includes hygiene training in hospitality settings including food handler hygiene and dine-in/takeaway/delivery. Training records are kept.
- 'Covid-19 Safety Plan' communication board contain information to remind staff of their training. - Cockburn Ice Arena promotes Government and Public Health Authorities education materials, resources and publications to continue to educate.
- Comprehensive training is provided to all staff required to complete regular cleaning to ensure adherence to cleaning protocols to prevent the spread of infection, proper use of PPE and the use and storage of chemicals.

7. Compliance

- I am aware of and comply with all relevant legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that Act. I am also aware of and continue to comply with all other relevant existing legislation and regulation, including Worksafe legislation.

Yes No

8. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?
- What are your plans in the event a worker returns a positive RAT or PCR test?
Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures; process to identify and advise all workplace close contacts etc.

- Cockburn Ice Arena will follow the directions and advice of WA Health in responding to an exposure or suspected exposure to COVID-19 within our workplace.

- Any potential COVID-19 case must self-isolate until COVID-19 has been excluded through the undertaking of a WA Health recognised COVID-19 test. Isolation of close contacts is determined based on WA Health guidelines on close contacts.

- Employees must report any symptoms of COVID-19 or if they are listed as a close contact of a confirmed case, immediately to their Manager. An employee may be required to enter an isolation period in accordance with WA Health guidelines.

- If an employee develops symptoms whilst at work they will be isolated and provided with a Rapid Antigen Test. The employee will only return to work once a negative COVID-19 test has been provided and they are no longer symptomatic.

- In the case of a positive COVID-19 case being infectious in the workplace, employee attendance records will be used to determine at risk and close contact employees.

- Members/customers that are identified as close contacts will be informed in accordance with WA Health advice.

- The Cockburn Ice Arena 'COVID-19 Update' link on our website will be updated based on the advice of WA Health.

- Cockburn Ice Arena will complete an enhanced cleaning procedure following a suspected or confirmed COVID-19 case as with any infectious/communicable disease. Infectious cleaning requires both thorough cleaning and disinfection for environmental decontamination. The advice of WA Health will be followed. 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.



Premises name:

Cockburn Ice Arena

COVID Safety Plan Certificate

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



**COVID-19
vaccination**



**Frequent cleaning
and disinfection**



Contact registers



Physical distancing



Ventilation



**Staying home when
unwell and get tested**

Prepared by:

T.Everett

Date

3 March 2022

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