

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Burnley Golf Club Inc. .
Site location: Corner Madden & Loyola Grove, Burnley
Contact person: Greg Taylor
Contact person phone: 0409 639 319
Date prepared: 1st November 2020 – Updated 1st January 2022

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Hand sanitiser to be available in the club room. Hand sanitiser is supplied by Yarra Leisure throughout the facility.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	N/A Golf is an outdoor activity. <u>New procedures:</u> <ul style="list-style-type: none">• Club room door will be kept open at times of members collecting and return score cards.•
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	Masks to be worn at all times in the Pro Shop or when social distancing can't be maintained. <ul style="list-style-type: none">•

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>All committee members to review DHHS guidance on correct use of PPE.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p><u>New Procedures:</u></p> <ul style="list-style-type: none"> • Players should handle the NTP and LD markers with gloved hand • To reduce cash handling, members to please use PPCF cards

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><u>New Procedures:</u></p> <ul style="list-style-type: none"> • Committee member to clean Club computer with alcohol wipes • Committee member to clean NTP and LD markers with alcohol wipes and pass to first group to take out on the course. • Last group to return NTP and LD markers with committee member will again clean with alcohol wipes before storing. • Committee member to clean Club computer with alcohol wipes again at conclusion of competition.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Supplied by Yarra Leisure</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>N/A Golf is an outdoor activity.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>BGC only play golf at Burnley Golf Course</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><u>New procedures:</u></p> <ul style="list-style-type: none"> • You must be fully vaccinated to attend the Burnley Golf course • Burnley Golf Course COVID safe protocols must be adhered to at all times • You must NOT attend Burnley Golf Course if you are feeling unwell • If unwell, stay home, get tested & isolate until you have test results
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><u>New Procedures:</u></p> <ul style="list-style-type: none"> • At all times maintain 1.5 meters social distancing • No more 20 members in the club room at any one time. • Results announcements will be conducted in the open area ensuring 1.5 meters social distancing and member numbers do not exceed the maximum for the area as designated by Yarra Leisure.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Supplied by Yarra Leisure</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Desk face external walls</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><u>New Procedures:</u></p> <ul style="list-style-type: none"> • At the end of your round limit time in the club room to only that necessary to enter scores or other admin activities.

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<p><u>New Procedures:</u></p> <ul style="list-style-type: none"> All members are reminded of the requirement to follow all Yarra Leisure COVID safe protocols through Newsletter, Social Media and result presentations.
Review delivery protocols to limit contact between delivery drivers and staff.	N/A – no deliveries to BGC
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	BGC golf competitions are run to Tee time timesheet managed by Yarra Leisure.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	Signage managed by Yarra Leisure

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>All members must register through the Burnley Golf Course QR Code on arrival.</p> <p>BGC club competitions are recorded in the club computer. Membership records for those enrolled in each competition can be provided as required.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All OHS concerns to be reported to and recorded by Yarra Leisure.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>In case of an outbreak or closure of the course, BGC will cease operations until the course is reopened and competition golf is allowed to resume by government agencies and Yarra Leisure.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Committee members can assist DHHS staff with contact tracing information from the club's computer records of competition and member contact details.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Cleaning is managed by Yarra Leisure who have arranged additional cleaning.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Any member suspected (or confirmed case) will be told to immediate go home and not return to the club or course until they have been cleared by their Covid case manager.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>In the event of any confirmed or suspected case, all members will be notified through the members newsletter emailing list and strongly recommended to get themselves tested.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>DHHS will be notified immediately if the club becomes aware of a confirmed COVID-19 case amongst its members.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The golf course has been prepared for COVID Safe operations by Yarra Leisure and Burnley Golf Club has prepared COVID Safe operating procedures for club competition.</p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed:

Name **Greg Taylor,**
Secretary,
Burnley Golf Club Inc.

Date **1st January 2022**